

Faculty Handbook

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FACULTY HANDBOOK CHANGES: 2004 – 2005

1.3.4 THE OFFICERS OF THE COLLEGE

The Bylaws of Saint Mary's College of California (1998) specify several Officers of the College, and grant broad executive and administrative authority to the President of the College summarized as follows:

President of the College

The President shall be the chief executive officer . . .

The President may sign and execute . . .

The President shall be responsible for the College in all its departments. To assist him in management, he shall have the right to employ **the Provost and** one or more Vice Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the **Provost and the** Vice Presidents and other officers and employees of the College in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board of Trustees.

The President shall report . . .

Provost and Vice Presidents

The **Provost and** Vice Presidents, whose offices must be approved by the Board of Trustees and who serve at the pleasure of the President, shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to these Bylaws.

1.4.1 THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the **Provost** ~~Academic Vice President~~, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

The administrative staff of the President consists of the **Provost and the Vice Provosts** ~~Vice Presidents~~ (Academic Affairs, Student **Life** ~~Affairs, Planning and Advancement,~~ Development, Administration and Chief Financial Officer, and Enrollment Services), **the Vice Presidents (Administration and Chief Financial Officer, Advancement and**

Planning, College Communications), the Executive Assistant to the President, and the General Counsel.

1.4.2 **PROVOST ACADEMIC VICE PRESIDENT**

The ~~Provost Academic Vice President~~ is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the ~~Provost Vice President~~ is vested with authority commensurate with such responsibility. The ~~Provost Vice President~~ recommends to the President the appointment, promotion, and retention of **Vice Provosts**, Deans, administrative staff, and all full-time faculty. The ~~Provost Academic Vice President~~ is a member of the President's Cabinet, chairperson of the **Provost's Council**, the **Provost's Council of Deans**, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the ~~Provost Academic Vice President~~ to whom responsibility and commensurate authority are delegated are the **Vice Provost of Academic Affairs**, the **Vice Provost for Enrollment Services**, the **Vice Provost for Student Life** ~~Assistant Academic Vice President~~, Deans of the Schools, Dean of the Intercollegiate Nursing Program, Dean for Academic Resources/Director of the Library, Dean of Academic Advising and Achievement, Dean for Academic Development, ~~Director of Hearst Art Gallery~~, **Dean** ~~Director for Mission and Faculty Development and Scholarship~~, and ~~Director of the Center for International Programs~~.

1.4.2.1 **VICE PROVOST OF ACADEMIC AFFAIRS**

[Description pending after consideration by the Academic Senate during the 2004-2005 academic year.]

~~1.4.2.1 Assistant Academic Vice President~~

~~The Assistant Academic Vice President oversees the programs of the Office of Academic Advising and Achievement, and is responsible for the traditional undergraduate Commencement, the summer Lasallian Heritage Institute and other Lasallian events throughout the year, and the College Convocation. The Assistant Academic Vice President acts as the College's Diversity Affairs Coordinator, is co-responsible with the Dean for Campus Life for new student Orientations, and takes other duties as assigned.~~

1.4.2.2 Deans, Academic Affairs

1.4.2.2.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean reports to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~ and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the **Vice Provost** ~~Academic Vice President~~ on all matters relating to substantive revision of the academic policies and programs of the School and the

appointment of chairpersons; collaborates with other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.2 Dean of Intercollegiate Nursing Program

Jointly appointed by Saint Mary's College and Samuel Merritt College, the Dean is the chief academic officer of the Intercollegiate Nursing Program and is vested with the commensurate authority and responsibility for the curriculum and for all aspects of academic policy and its implementation. The Dean recommends to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~ the appointment, promotion and retention of jointly appointed administrative staff and faculty; consults with the **Vice Provost** ~~Academic Vice President~~ in all matters relating to substantive revision of the academic policies and of the program; collaborates with the other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.5 Dean for Academic Development

The Dean for Academic Development is responsible, in collaboration with the Deans of the Schools and the Registrar, for such services as: ~~coordination of undergraduate class scheduling~~; review of projected undergraduate departmental offerings, **tracking the Continuous Action Plan (the strategic plan for the academic programs of the College), major WASC recommendations, the five-year plans generated by program reviews in each academic area; strategic planning for new academic initiatives;** and implementation of **the Academic Honor Code as well as** academic probation and disqualification policies. The Dean handles the student evaluations of faculty and courses and student grievances on academic issues. ~~The Dean is chair of the Faculty Development Fund Committee and is assisted by the Director for Faculty Development and Scholarship.~~ The Dean prepares for publication the College *Catalog*, the *Faculty Handbook*, the academic committee master list, and responds to college-wide requests for academic information or assistance.

1.4.2.2.6 Dean for Mission and Faculty Development

The Dean for Mission and Faculty Development reports to the Provost and is responsible for promoting among faculty, students, staff, and others associated with Saint Mary's College an understanding of and commitment to the Mission of the College through various activities such as sponsoring speakers, convening reading groups, hosting summer institutes, etc. The Dean also reports to the President on Mission-related activities that include coordination with the Christian Brothers' District of San Francisco Action Plan as related to Saint Mary's College. Other duties include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. The Dean also reports to the Vice Provost of Academic Affairs as needed in regard to traditional undergraduate services and sits on the Provost's Academic Council of Deans, the Campus Deans Committee, the Council of Deans of Traditional Undergraduate Programs, and the Cummins Institute.

[Because of the insertion of the Dean for Mission and Faculty Development, the numbering for Associate Dean, SEBA (formerly 1.4.2.2.6, now 1.4.2.2.7), and Associate Dean, SOE (formerly 1.4.2.2.7, now 1.4.2.2.8), has been adjusted accordingly.]

1.4.2.3.1 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, is responsible, in collaboration with the Governing Board of the Collegiate Seminar of which the Director is chairperson, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a chairperson as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools (from which the faculty is drawn), the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.2 Director of January Term

The Director of the January Term, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, is responsible, in collaboration with the January Term Committee of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.4 Director of Master of Fine Arts Program in Creative Writing

The Director of the Master of Fine Arts Program in Creative Writing, appointed by the Dean of the School of Liberal Arts in consultation with the **Vice Provost of Academic Affairs** ~~Academic Vice President~~, oversees the administration of all aspects of the program's operation, including recruitment, public and community relations, admissions, scheduling, budgeting, and contractual negotiations with visiting writers. The Director is responsible for marketing and fund-raising, and for organizing all public functions associated with the program, including co-direction of the Creative Writing Reading Series. The Director reports to the Program Steering Committee, which is responsible for all academic policy-making within the program.

1.4.2.3.5~~17~~ Director of Graduate Liberal Studies Program, School of **Liberal Arts** ~~Extended Education~~

The Director of Graduate Liberal Studies Program, School of **Liberal Arts** ~~Extended Education~~, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.

1.4.2.3.5 ~~Director for Faculty Development and Scholarship~~

~~The Director for Faculty Development and Scholarship, appointed by the Academic Vice President, is responsible for the direct support of all undergraduate and graduate faculty in the teaching process and in their scholarly activities, chairs the Committee on Teaching and Scholarship, and coordinates the College's Visiting Fellows programs. The Director assists the Dean for Academic Development in the determination of faculty/curriculum development awards. The Director has supplementary responsibility to support the achievement of academic excellence in students.~~

~~1.4.2.3.63-1.4~~ Director of Catholic Institute for Lasallian Social Action (CILSA)

The Director of CILSA provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals, students and faculty and for establishing an Advisory Board for this campus program. CILSA serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.2.3.76 Director of Center for International Programs

The Director of the Center for International Programs is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the Committee on International Programs and reports to the **Vice Provost of Academic Affairs** ~~Academic Vice President~~.

1.4.2.3.87 Director of Academic Support and Achievement Programs (change in number only)

1.4.2.3.98 Director of High Potential Program (change in number only)

1.4.2.3.109 Director of Hearst Art Gallery (change in number only)

~~1.4.2.3.113-1.4~~ Director of Career Development Center (change in number and location, now "Academics")

The Director of the Career Development Center coordinates career exploration programs and counseling services, internship placement, on-campus recruitment for full-time employment for students and alumni as well as part-time employment opportunities for students. The Director works in collaboration with the Director of Alumni and the Alumni Board of Directors, and chairs the Career Development Advisory Board.

[Former sections 1.4.2.3.10, 1.4.2.3.11, 1.4.2.3.12, 1.4.2.3.13, 1.4.2.3.14, and 1.4.2.3.16 have all been consolidated under the new section **1.4.2.3.12 Directors, School of Extended Education**]

1.4.2.3.12 Directors, Academic Programs, School of Extended Education

Director, Human and Community Services Program
(for 2004-2005 there are two "co-coordinators" instead of a director)

The Director of the Human and Community Services Program is responsible for developing academic programming, recruiting students and faculty, recommending

program admission, supervising the budget, and providing leadership, academic advising, program counseling, and administration of academic policy. The Director recommends appointments of program faculty to the Dean and collaborates with other departments for program staffing. In addition, the Director may instruct in the program and advise students on independent study and senior projects.

Director of Liberal Education for Arts Professionals [L.E.A.P.] Program

The Director of Liberal Education for Arts Professionals Program is responsible for recruiting students, recommending program admission, providing academic advising, program counseling, development and revision of curriculum and learning resources, administrative oversight related to curriculum and instruction, and the participation in the formulation of academic policy. The Director recommends appointments of program faculty to the Dean, collaborates with other departments for program staffing, and is responsible for coordinating expansion of the program nationally.

Director of the Management Program

The Director of the Management Program reports to the Dean of the School of Extended Education and has overall responsibility for the instructional, curricular, and administrative aspects of the Management Program. Specific academic responsibilities include: assessment, hiring, and orientation of new faculty; faculty development and scheduling of faculty teaching assignments; ongoing review and revision of courses and curriculum; responding to faculty and student-faculty issues; and participation in formulation and implementation of the School's academic policies. Specific administrative responsibilities include: supervising administrative staff members; carrying out administrative tasks pertaining to curriculum and instruction; responding to student issues; participation in decision-making concerning marketing and recruitment of students; and participation in the formulation and implementation of the School's administrative policies. In addition, the Director is a member of the College's ranked faculty and teaches courses in the Management Program.

Director, Master of Arts in Leadership Program

The director of the Master of Arts in Leadership program is responsible for the development and revision of curriculum; oversight of faculty recruitment, development and program instruction; recruitment of students and program admissions. In addition the director participates in and facilitates formulation of academic policy in conjunction with the faculty who teach in the program. The director is also responsible of administrative oversight of the program and program budget and is responsible for program staffing and coordinating the national expansion of the program.

1.4.2.3.14 Director of Athletics and Recreational Sports

The Director of Athletics and Recreational Sports reports to the Provost and administers the intercollegiate and recreational sport programs and the facilities of the College dedicated to these activities. The Director recommends to the Provost the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and

regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. The Director provides coordination and leadership for the Campus Athletic And Recreational Sport Committee. The Senior Woman Administrator works closely with the Director on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The Director, under the leadership and direction of the Provost, is responsible for working collaboratively with multiple, other organizational units on campus including but not limited to Admissions, Financial Aid, Human Resources, Business Office, Registrar, Advancement and Planning, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

~~1.4.2.3.15 Director of Graduate Health Services Administration Program, School of Extended Education~~

~~The Director of Graduate Health Services Administration, School of Extended Education, in working with the department chair, has primary responsibility for recruiting students and recommending program admissions and in collaboration with the Dean recommends faculty, staffing, and scheduling of classes. The Director is also responsible for faculty evaluation, administration of academic policy and, with the department chair, curricular development.~~

1.4.2.3.17 (Director of Graduate Liberal Studies) becomes 1.4.2.3.5 with the noted changes in **bold** and the original 1.4.2.3.5 deleted]

1.4.2.4 Chairpersons of Undergraduate Departments

The chairpersons of departments which are composed of undergraduate faculty are appointed by the Dean of the School for a three-year term, normally after consultation with at least the senior members (i.e., full professors and tenured members) of the department and the **Vice Provost of Academic Affairs** ~~Academic Vice President~~. Department chairpersons may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful. The terms of the department chairpersons should be staggered so that approximately one-third are considered for reappointment each year.

1.4.3 **VICE PROVOST VICE PRESIDENT FOR STUDENT LIFE AFFAIRS**

The Vice ~~Provost President~~ for Student **Life Affairs** ~~Life Affairs~~ is appointed by the President **in consultation with the Provost** for a term mutually agreed upon, and is responsible to the President **and the Provost**. As the chief administrative officer for student **life affairs**, the Vice ~~Provost President~~ is charged with facilitating the development of traditional undergraduate students in a manner which complements and completes their academic curriculum and serves the Mission of the College. The Vice ~~Provost President~~ is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of **the Counseling Center, Public Safety, Health Center, Student Life, Student Involvement and Leadership, Delphine Intercultural Center, Women's Resource Center, and Residence Life** ~~athletics, career development and job placement, counseling and psychological services, on campus events and conferences, and public safety, as well as student community service and volunteer activities, health services, judicial affairs, leadership and development, services and programs for students, including some designed specifically for women, residence life, recreation and wellness, and student government, clubs, media and activities.~~ The Vice **Provost President**

recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice ~~Provost President~~ is a member of the President's Cabinet and an ex-officio member of all committees in the area of student ~~life affairs~~.

The administrative staff of the Vice ~~Provost President~~ for Student ~~Life Affairs~~ includes the Dean of Student ~~Life Development~~, the ~~Associate Dean of Student Life~~, the ~~Assistant Dean of Student Life for Residence Life~~, the ~~Assistant Dean of Student Life for Student Involvement~~, the ~~Assistant Dean of Student Life for Mission and Leadership~~, the ~~Director of the Delphine Intercultural Center~~, the ~~Dean for Campus Life~~, the ~~Director of Athletics~~, the ~~Director of Events and Conferences~~, the Director of Public Safety, the ~~Director of the Career Development Center~~, the Director of the Counseling Center, the ~~Director of the Health and Wellness Center~~, the ~~Director of Student Activities~~, the ~~Director of the Catholic Institute for Lasallian Social Action~~, and the Director of the Women's Resource Center.

1.4.3.1 Dean of Student ~~Life Development~~

The Dean of Student ~~Life Development~~ is responsible to the Vice ~~Provost President~~ for Student ~~Life Affairs~~ and is designated the primary advocate for students, ~~development and~~ providing administrative leadership for the ~~Associate Dean of Student Life~~, the ~~Assistant Dean of Student Life for Residence Life and Housing~~, the ~~Assistant Dean of Student Life for Student Involvement~~, and the ~~Assistant Dean of Student Life for Mission and Leadership~~ ~~Directors of the Career Development Center, the Counseling Center, Student Health and Wellness Center, the Catholic Institute for Lasallian Social Action (CILSA), and for the Director of the Women's Resource Center.~~ The Dean's duties include the administration of student judicial policies and procedures in collaboration with the ~~Associate Dean of Student for Campus Life~~, the Director of Public Safety and other designated administrators.

1.4.3.1.1 Associate Dean of Student Life

The Associate Dean of Student Life reports to the Dean of Student Life and has the overall administration and management of the student discipline process and the associated protocols with specific attention to non-academic cases; oversees the emergency on-call system involving students, and facilitates the Disciplinary Hearing Boards. Additionally, the Associate Dean of Student Life has supervisory responsibility for overseeing the Directors of the Counseling Center, the Health and Wellness Center and the Women's Resource Center.

Director of ~~the~~ Counseling Center

The Director of the Counseling Center coordinates counseling and ~~psychological~~ services for students on an individual and group basis; consults with student ~~life affairs~~ educators, administrators and staff as well as with faculty regarding student emotional, behavioral and psychological concerns; provides alcohol and drug education programs as well as other relevant workshops and group presentations.

Director of ~~the Student~~ Health and Wellness Center

The Director of the Health and Wellness Center coordinates the provision of medical care and education, especially for minor illness or injuries, and health and wellness education and promotion activities.

*Director of **the** Women's Resource Center*

The Director of the Women's Resource Center promotes a campus environment where students, especially women students, are encouraged to seek gender-related information and exchange views. The Center coordinates the provision of relevant educational programs and activities and coordinates the Sexual Assault Crisis Response Team.

1.4.3.1.2 Assistant Dean of Student Life for Student Involvement

The Assistant Dean of Student Involvement advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.

~~1.4.3.2.1 Director of Student Activities and Leadership~~

~~The Director of Student Activities and Leadership advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.~~

1.4.3.1.3 Assistant Dean of Student Life for Mission and Leadership

The Assistant Dean of Student Life for Mission and Leadership reports to the Dean of Student Life. The Assistant Dean is responsible for the development, implementation and oversight of a comprehensive student leadership development program. The Assistant Dean works to ensure that co-curricular programs are rooted in the College's mission as a Catholic, Lasallian, and liberal arts institution.

1.4.3.1.4 Assistant Dean of Student Life for Residence Life

The Assistant Dean is responsible to the Dean of Student Life and provides administrative and direct oversight of the Office of Residence Life. The Assistant Dean and the Residence Life staff establish policies, programs and procedures that facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Assistant Director, Resident Community Coordinators, Resident Counselors/Brother Counselors, and Resident Advisors.

~~1.4.3.2 Dean for Campus Life~~

~~The Dean for Campus Life is responsible to the Vice President for Student Affairs and provides administrative leadership to the Directors of Student Activities, and Events and Conferences, and direct oversight of the Office of Residence Life. The Dean and the Residence Life staff establish policies, programs and procedures which facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Associate Directors, Resident Community Coordinators, Resident Directors/Brother Counselors, and Resident Advisors. The Dean for Campus Life works in collaboration with the Dean of Student Development in the administration of student disciplinary policies, and with the Director of Public Safety.~~

Resident Community Coordinator

The Resident Community Coordinators reside in the residence halls and report to the Assistant Dean for Residence Life. They are responsible for specific residence halls; coordinate co-curricular programs for resident students; share responsibility for residence staff supervision and training; assist with the resolution of resident student discipline situations; and assist in building management matters.

Resident Counselor/Brother Counselor

The Resident Counselors/Brother Counselors reside in the residence halls and are responsible for a specific residence hall and remaining informed of the well-being of the resident students therein. .

Resident Advisor

The Resident Advisors are trained upper division students who work in collaboration with the Resident Counselor/Brother Counselor under the supervision of the Resident Community Coordinator. They are assigned evening duty hours in the residence halls, and are available to students for general assistance. They attempt to foster an environment conducive to academic scholarship and personal development, provide co-curricular opportunities, and assist in enforcing the code of student conduct.

1.4.3.24– Director of Public Safety

The Director of Public Safety coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER

1.4.4.5 **Chief Technology Officer** ~~Director of Information Technology~~

The **Chief Technology Officer** ~~Director of Information Technology~~ is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The **CTO** ~~Director~~ also oversees campus telecommunications, and **departmental duplicating equipment**. ~~coordinates with the Dean for Academic Resources/Director of the Library in supporting the library information technology system.~~

1.4.5 VICE PRESIDENT FOR **ADVANCEMENT AND PLANNING** ~~PLANNING AND ADVANCEMENT~~

The Vice President for ~~Planning and Advancement~~ **and Planning** is appointed by the President for a term mutually agreed upon, and is responsible to the President. ~~As the principal external affairs officer,~~ The Vice President oversees the offices of **Development, External Relations, Alumni Relations, and Parent Relations.** ~~Media Relations, Community Relations and Publications, and Marketing.~~ **As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services.** The Vice

President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Advancement, **Alumni Relations, Development, and Parent Relations** staff and appoints other staff. The Vice President is a member of the President's Cabinet, **the liaison to the Board of Regents**, the chair of the Campus Planning Committee, and an ex-officio member of all committees in the area of advancement.

The administrative staff of the Vice President for ~~Planning and Advancement~~ **and Planning** are: the Senior Director for **Development, the Director of Alumni Relations, the Director of Advancement Services and External Relations, the Director of Publications** ~~and the Director of the Office of Architecture and Construction.~~

1.4.5.1 **Senior Director for Development**

The Senior Director for Development is responsible for planning and directing the College's overall fundraising effort. The Senior Director supervises, guides, and coaches the Annual Fund, Foundation and Corporate Relations, Major Gifts, Athletic Development, and fundraising special events staff and programs. The Senior Director reports to the Vice President for Advancement and Planning, and works closely with the Development Committee of the Board of Trustees.

~~1.4.5.1 Senior Director for External Relations~~

~~The Senior Director for External Relations is responsible for the College's external relations program, overseeing the areas of alumni, parent, community and media relations.~~

1.4.5.2 **Director of Alumni Relations**

The Director of Alumni educates and involves alumni and friends through creative programming, while serving the best interests of the College. In addition to supervising, guiding, and coaching the staff of the Alumni Relations Office, the Director of Alumni Relations also oversees Parent Relations staff and programming.

~~1.4.5.2 Director of Publications~~

~~The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.~~

~~[moved under Vice Provost for Enrollment and Vice President for College Communications, 1.4.7.7, and title changed to Director of Creative Services]~~

1.4.5.3 **Director of Advancement Services**

The Director of Advancement Services is responsible for recording gift information properly, updating donor records, and coordinating proper acknowledgements of

donations received by the College. The Director manages the alumni and donor information database.

1.4.5.43 Director of Architecture and Construction

The Director of Architecture and Construction is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

1.4.6 ~~VICE PRESIDENT FOR DEVELOPMENT~~

~~The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services. The Vice President is responsible for presenting annual and long range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Development staff and appoints other staff. The Vice President is a member of the President's Cabinet, is the liaison to the Board of Regents, and an ex-officio member of all committees in the area of development.~~

~~The administrative staff of the Vice President for Development are: the Director of Advancement Services and the Special Assistant to the President.~~

1.4.6.1 ~~Director of Advancement Services~~

~~The Director of Advancement Services is responsible for supervising the research conducted on behalf of the College regarding its donors as well as for managing the computer information system and the staff associated with the system.~~

1.4.6.2 ~~Special Assistant to the President~~

~~The Special Assistant to the President may serve in the capacity of spokesperson for the College in the President's place when the President so designates. The Special Assistant works with members of the Advancement and Development staffs on calendar and events issues involving the Special Assistant's participation and assumes responsibility for fund raising as directed by the President and the Vice President for Development.~~

1.4.7 **VICE PROVOST PRESIDENT FOR ENROLLMENT SERVICES AND VICE PRESIDENT FOR COLLEGE COMMUNICATIONS**

The Vice **Provost President** for Enrollment Services and Vice President for College Communications is appointed by the President and Provost for a term mutually agreed upon and is responsible jointly to the President and Provost. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, institutional research, progress towards degree) and both external and internal communications and marketing (marketing, media relations, community and government relations, creative services), the Vice **Provost President** and Vice President is vested with authority commensurate with such responsibility. The

Vice ~~Provost President~~ and Vice President recommends to the President and Provost the appointment, promotion and retention of the administrative staff in Enrollment Services and College Communications and appoints other staff. The Vice Provost and Vice President is a member of the President's Cabinet, the Provost Council, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, ~~institutional research~~, college communication and marketing, and retention. The administrative staff of the Vice Provost President for Enrollment Services and Vice President for College Communications are the Dean of Admissions, the Registrar, the Director of Financial Aid, and the Director of College Communications of Articulation and Transfer.

1.4.7.4 Director of Articulation and Transfer/Associate Registrar

The Director of Articulation and Transfer is the institutional advocate for transfer students. The Director is responsible for developing formal articulation agreements with other institutions of higher education, providing prospective transfer students with preliminary advanced standing evaluations, determining the transferability of courses, and arranging for the course scheduling and orientation of new transfer students. In addition, the Director is responsible for monitoring and addressing other institutional policies and procedures (e.g., residence life, advising, orientation) that affect transfer students.

1.4.7.6 Director of College Communications Senior Director for External Relations

The Director of College Communications oversees internal and external communications on behalf of Saint Mary's College. The Director uses appropriate communications strategies and programs to support attainment of Saint Mary's College strategic and operating goals and objectives. Maintains a broad understanding of contemporary issues affecting institutions of higher learning, anticipates how these issues may impact Saint Mary's College and its key audiences, and, where appropriate, recommends and implements communications programs that help the College respond appropriately to them. Where appropriate, the Director serves as an official spokesperson for Saint Mary's College. Supports the communications needs of the President, Provost and other senior administrators, and assists other College functions (including Admissions, Advancement, Student and Alumni Relations, and Athletics) with their respective communications needs as required.

1.4.7.7 Director of Creative Services Publications

The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College and reports to the Director of College Communications. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.

1.5 ORGANIZATIONAL CHARTS

[Because of the change to the Provost model, the organizational charts for the 2004 Handbook have been extensively revised compared to the charts in the 2003 Handbook. Rather than attempting to reproduce the charts with changes on them here, this note merely

identifies that these charts have been changed. At the end of this document the 2003 charts will be listed followed by the 2004 charts, for comparison.]

1.6.1.1 Faculty Elections

1.6.1.1.1 Nominations

3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (e.g., ~~Associate Professor~~ **ranked or tenured**) and instructional duties (4/7 or more, **or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are 2/7 or more**), (2) appointment status of a faculty member at the time of election (e.g., status in spring **term** for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.

1.6.1.1.2 Balloting

1. **Any ballot must be available for nine school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.**
2. **Ballots will be made available electronically. Access is regulated via individual passwords newly generated for each election.**
- ~~1. Ballots are placed in a locked ballot box (located outside the Senate office) or mailed to the chairperson of the Academic Senate. Each ballot is sealed in an envelope, which is then signed by the voter. The ballot is not valid unless the envelope is so signed.~~
- ~~2. The ballots will be electronically tabulated at a previously announced time under the supervision of a designated member of the Committee on Committees. Normally this will be done soon after the close of voting. Counting of ballots: (1) No counting will take place unless three voting faculty members are present, or two in the case of machine counting, and none but voting faculty members may count ballots. (2) First, all signatures will be checked against a voting list. (3) Second, all envelopes will be opened and ballots set aside. (4) Third, the ballots will be counted. There must be a reader and a counter overseen by another faculty member. A machine may act as counter. (5) Any discrepancies in counting require a recount of the ballots in question. (6) Invalid or illegible ballots will be determined by the faculty members present. Such ballots will not be counted but will be retained. (7) The resulting tally of votes should be signed by the faculty members who have overseen the counting, a minimum of two. (8) The results should be collated by the faculty officer present (or his/her representative) and the ballots secured by him/her. (9) The ballots are retained by the chairperson of the Academic Senate for one year.~~
- ~~3. Unless otherwise announced, the deadline for any ballot will be Thursday at 2:15 p.m. Counting will not begin before that time.~~
- ~~4. Any ballot must be available for nine school days (days on which undergraduate classes are held), so that all faculty will be able to vote before the deadline.~~

1.6.1.1.3 Election

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Academic Senate the following are criteria for election:
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, **Provosts, Vice Provosts**, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - b. Faculty whose instructional duties are less than 4/7, or, in the case of the School of Extended Education, less than 100 instructional hours in the year previous;
 - c. Chairpersons, directors, etc., ~~whose instructional duties are less than 4/7, or in the case of chairs and directors of graduate or adult academic units whose instructional duties are less than 2/7.~~

1.6.1.1.5 Voting Rights

1. Elections conducted by the Academic Senate:
 - a. Ranked Faculty. All ranked faculty will automatically receive **notice that the election ballot has been electronically posted. They will simultaneously receive individual passwords to be used when casting their ballot.** ~~election ballots.~~ Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
 - b. Voting eligibility of Adjunct and part-time faculty will be determined by the Dean's office for the school in which those faculty teach. On or before December 1st of each year, Deans' offices must submit to the office of the Academic Senate a roster of eligible adjunct and part-time faculty based on the following criteria: adjunct and part-time faculty are eligible to vote only when teaching one or more full courses in a given quarter or semester; or, in the case of the School of extended Education, when they are faculty members who have taught at least 100 instructional hours in the previous 12 months in the School of Extended Education. Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of the election. If on December 1st, the office of the Academic Senate has not received the voter eligibility roster from a Dean's office, the Senate administrative assistant will request the roster, reminding the Dean's office that the final filing date for the roster is December 15th. If any school does not submit a roster by December 15th, adjunct or part-time faculty members in that school will NOT receive **a password.** ~~voting ballots.~~

1.6.1.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.

2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the election of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.6.1.2 The Academic Senate

1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the **Provost Academic Vice President**, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.1.1.(3)). It also advises the President and **Provost Academic Vice President** about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Senate to exercise its judgment in an informed manner.
5. The Academic Senate, in collaboration with the **Provost Academic Vice President**, may call a General Faculty Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the **Provost Academic Vice President**. The **Provost Academic Vice President** will keep the Senate informed of action taken. When the **Provost Academic Vice President** has chosen not to act or to act contrary to the Senate recommendations, the **Provost Academic Vice President** informs the Senate of his/her reasons.

2. From time to time, the Academic Senate will make recommendations to the **Provost** ~~Academic Vice President~~ concerning governance structures at the College. The **Provost** ~~Academic Vice President~~ will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the procedures and membership of faculty councils and committees of the College. The Academic Senate has these responsibilities for the following committees, councils and governing boards: the Academic Senate, Educational Policies Board, Rank and Tenure Committee, Academic Administrators Evaluation Committee, the Saint Mary's College-Samuel Merritt College Interinstitutional Council, Grievance Committee, Faculty Welfare Committee, Faculty Elections Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the **Provost** ~~Academic Vice President~~. In consultation with the Senate, the **Provost** ~~Academic Vice President~~ defines procedures for the selection, appointment, and evaluation of **the Vice Provost of Academic Affairs and the Deans**. **The actual appointment of the Vice Provost for Academics is made by the President, in consultation with the Provost (see section 1.4.2.1).**
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the **Provost** ~~Academic Vice President~~ for consultation approval or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.
 - b. Any motion of the Senate regarding academic programs of the College is sent to the **Provost** ~~Academic Vice President~~ for approval, disapproval, or further consideration. The **Provost** ~~Academic Vice President~~ will act within **60** ~~90~~ working days. Requests which are forwarded to the Academic Senate by the **Provost** ~~Academic Vice President~~ will be acted upon within 90 school days.

1.6.1.2.8 Terms of Office

Senators are elected for a three-year term, renewable once consecutively. The terms are staggered so that approximately one-third of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Senate election in this senator's School.

Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's School shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement. **(See 1.6.1.1.6 Resignations and Appointments)**

1.6.1.2.9.1 Executive Meetings

The Academic Senate has five executive duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the **Provost, the Vice Provost of Academic Affairs, Academic Vice President**, and the Deans of the Schools.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Policies Committee and the Graduate Policies Committee of the Educational Policies Board directly to the **Provost Academic Vice President**;
 - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Policies Committee of the EPB and reported directly to the Dean for Academic Development and the Registrar;
 - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the **Provost, Vice Provost of Academic Affairs, Academic Vice President** or the Deans of the Schools.

1.6.1.2.9.2 General Meetings

The general meeting of the Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Senate, concerning which the Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

1. Informational items in which the Senate grants invited speakers an opportunity to address the faculty at-large;
2. Committee reports;

3. General items of faculty interest, including items not yet ready for action, for which the Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a motion not open for debate.

Among the actions the Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

Normally, the chairperson will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the chairperson, at which time discussion may be restricted to Senate members. All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see Rules of Procedure of the Academic Senate, section 1.6.1.2.14).

The consent agenda from the executive meetings and actions taken at the general meetings are forwarded to the **Provost Academic Vice President**, with copies to the President of the College.

1.6.1.2.9.3 Special General Meeting

A special general meeting may be called by the chairperson upon request of the President or the **Provost Academic Vice President**, by a petition to call such a meeting signed by three members of the Senate, or upon presentation of a petition signed by ten voting faculty who are not members of the Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.

1.6.1.2.10 The **Provost Academic Vice President**

The Provost Academic Vice President may:

1. Approve as presented; or

2. Discuss with the Senate possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove.

At the beginning of each scholastic year, the **Provost Academic Vice President** will submit a report on items pending from the previous academic years, if there are any.

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs Committee
- Advancement Committee
- ~~Finance and Facilities Committee~~
- ~~Student Life Affairs and Admissions Committee~~
- Trustees Committee
- **Audit Committee**
- **Investment Committee**

1.7.1.1 Executive Committee

Duties Role: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- Review ~~§~~ and consider the legal position of the Corporation college and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- Grant ~~§~~ honorary degrees;
- Approve ~~§~~, implement ~~§~~, and determine ~~§~~ appropriate duties for all standing Board committees;
- Advise ~~§~~ the **Chairperson chair** of the Board on **timing for scheduling** the three (3) Regular **Annual Board** Meetings;
- Perform ~~§~~ other such duties as may be delegated to it by the Board of Trustees;
- ~~Exercise § full power of the Board in the event of emergency or exigent circumstances.~~

Membership: The **Executive** Committee shall be composed of the following members of the Board of Trustees: a ~~standing committee of the~~ **Chairperson chairman** of the Board, the **Chairperson chair** of each standing committee, the College President, and the Provincial of the San Francisco District of the Brothers of the Christian Schools. The Committee may have staff resources as **will may** be helpful to the Committee **as determined by the Chairperson of the Committee.**

1.7.1.2 Academic Affairs Committee

Duties Role: The Academic Affairs Committee shall make recommendations to the Board of Trustees about:

- **WASC (Western Association of Schools and Colleges) recommendations or those of any other accreditation body which affects College programs;**
- **Substantive changes in the academic policies and educational programs of the College;**
- ~~— Oversees the faculty and academic enterprise by reviewing programs and policies.~~
- **Approves new programs and degrees.**
- **Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;**
- ~~— Reviews changes in appropriate sections of the *Faculty Handbook* and brings these changes forward to the full Board for approval.~~
- **Recommendations to the committee from the Board of Regents;**
- **Recommends to the Board appropriate candidates for degree conferral.**
- ~~— Mandates and approves program accreditation when appropriate.~~

Membership: The **Academic Affairs** Committee shall consist ~~entirely~~ of Trustee members **and other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of **one or more officers of the College as designated by the Board, in consultation with the President.** ~~a primary staff person, the Vice President for Academic Affairs. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.3

Advancement Committee

Duties Role: The Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- ~~Serves as~~ the Core Development Volunteer Group for the College;
- ~~Provides~~ advice and counsel on matters pertaining to development, public relations **of the College as those relations concern Advancement Committee responsibilities, alumni, etc.**
- **establishment of an appropriate goal for the Advancement office and progress toward that goal;**
- ~~— Reviews progress toward current year's goals.~~
- ~~Reviews~~ long-term objectives **for the College's Advancement program. and programming.**

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- **periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;**
- **suggest action if fund raising objectives are not met;**
- **recommend fund raising counsel;**
- **as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.**

Membership: The **Advancement** Committee shall consist ~~entirely~~ of Trustee members and **other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of **one or more officers of the College as designated by the Board, in consultation with the President.** ~~a primary staff person, the Vice President for Planning and Advancement. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.4

Finance and Facilities Committee

Duties ~~Role:~~ The Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- ~~Recommends annually to the Board appropriate tuition, room and board fees, and other major charges payable by the students attending the College~~ **rates for the next fiscal year;**
- ~~Recommends to the Board an appropriate annual fiscal budget and three-year financial plan.~~ **preliminary and final budgets, as well as appropriate long-range financial plans;**
- ~~Establishes guidelines for salaries and payroll issues.~~ **faculty, administrative and staff salary scales and ranges, upon recommendation from the President;**
- ~~Oversees financial aid allocations;~~
- ~~Approves the financial audit and meets with the auditors.~~
- ~~Oversees full investment of all funds (endowment, etc.).~~
- ~~Oversees plant management and construction issues.~~
- ~~Directs the Audit Sub-Committee.~~

Membership: The Committee shall consist ~~entirely~~ of Trustee members and **other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of Trustees. The Committee will have the assistance of one primary staff person, the Vice President for **Finance and any other officer of the College as designated by the Board, in consultation with the President.** ~~Administration and Chief Financial Officer.~~ At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.5

Student **Life** Affairs and Admissions Committee

Duties ~~Role:~~ The Student Life Committee shall make recommendations to the Board of Trustees about:

- ~~Represents~~ students' interests in the Board's policy-making activities;
- ~~Ensures~~ adequate resources, **programs and direction** for Student **Life** Affairs Programs;
- ~~Reviews~~ student development issues in light of the changing needs of students;
- ~~Reviews~~ activities of intercollegiate athletics;
- ~~Reviews~~ the College's admissions programs;
- **tuition waivers;**
- **financial aid.**

Membership: The **Student Life** Committee shall consist ~~entirely~~ of Trustee members **and other eligible members** who are appointed by the **Chairperson** ~~chairman~~ of the Board of **Trustees**. The Committee will have the assistance of **one or more officers of the College as designated by the Board in consultation with the President**. ~~two primary staff persons, the Vice President for Student Affairs and the Vice President for Enrollment Services. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.6

Trustees Committee

Duties Role: The Trustees Committee shall make recommendations to the Board of Trustees about:

- ~~Develops~~ the desired Board profile and **processes undertaken to ensure** ~~takes steps through the nominating process to achieve that profile is achieved;~~
- ~~Serves a nominating function by identifying, screening, and ultimately recommending~~ **potential** candidates for trusteeship;
- ~~Educates and~~ **orientation and education programs for Trustees concerning** ~~to~~ their Board responsibilities;
- ~~Nominates Board Officers for full Board approval.~~
- ~~Conducts~~ self-assessments of the Board on a regular basis;
- ~~Serves as the~~ presidential review; ~~committee.~~
- ~~Recognizes~~ outstanding service and ~~nominates~~ individuals **who should be considered** for emeritus status;
- ~~Develops~~ governance policies for Trustees' review and approval.

Membership: The Committee shall consist ~~entirely~~ of Trustee members who are appointed by the **Chairperson** ~~chairman~~ of the Board of **Trustees**. The College President or his designee will serve as Resource Staff to this Committee. ~~At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.~~

1.7.1.7

Audit Committee

Duties: The Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;
- receive and evaluate recommendations from the Board of Regents of the Corporation within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee; and
- establish an Audit Committee Charter.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the Corporation. The Vice President for Finance and, if the Vice President for Finance so desires, an associate(s) of the Vice President for Finance, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and his or her associate, if any, shall not vote on any matter.

1.7.1.8 Investment Committee

Duties: The Investment Committee shall supervise the Corporation's endowment policies, including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies, including the established investment objectives, approved by the Board of Trustees, the Investment Committee shall: :

- recommend investment objectives;
- retain qualified investment managers;
- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and
- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's ~~Cabinet~~council

The President's ~~Cabinet~~council is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the **Provost**, ~~the~~ Vice Presidents, **the Vice Provosts**, the Executive Assistant to the President, **and** the General Counsel. ~~and the Academic Deans~~ Faculty, administrators, students and others participate by invitation or by request. The President's ~~Cabinet~~council meets at the discretion of the President.

1.7.3 ~~ACADEMIC AFFAIRS COUNCILS AND COMMITTEES AND FACULTY REPRESENTATIVES~~ ("REPRESENTATIVES" MOVED TO SECTION 1.7.9)

1.7.3.1 **Provost's Council**

Role: The Provost's Council consults with and advises the Provost on all matters within the Provost's area: Academic Affairs, Enrollment, and Student Life.

Membership: The Vice Provost of Academic Affairs, the Vice Provost for Enrollment, and the Vice Provost for Student Life.

The Provost's Council meets twice a month.

1.7.3.2

Provost's Academic Vice President's Academic Council of Deans

Role: The **Provost's Academic Vice President's Academic Council of Deans** advises the **Provost Academic Vice President** regarding matters pertaining to their various offices and programs, **especially regarding long-range planning, budget priorities, and strategic initiatives.**

Membership:

- **Provost Academic Vice President**, chairperson
- **Vice Provost of Assistant Vice President for Academic Affairs**
- Dean for Academic Advising and Achievement
- Dean for Academic Resources/Director of the Library
- Dean for Academic Development
- **Deans of each of the Academic Schools (SEBA, SEED, SOE, SOLA, SON, SOS)**
- **Dean Director of Mission and Faculty Development and Scholarship**
- ~~Director of Hearst Art Gallery~~
- ~~Director of the Center for International Programs~~
- Chair of Academic Senate or designee
- Chair of Educational Policies Board or designee

The **Provost Academic Vice President** may augment the committee membership as appropriate.

The **Provost's Academic Vice President's Academic Council of Deans** meets **twice a month monthly** and, in addition, meets jointly with the **Campus Council of Deans** when the occasion warrants.

1.7.3.3

Campus Council of Deans Committee

Role: The **Campus Council of Deans Committee** advises the **Vice Provost of Academic Affairs and the Vice Provost for Student Life** regarding:

- All **traditional undergraduate academic and student life** matters (programs, management, requirements, etc.) as requested by the **Academic Vice Provosts President** (e.g., recommendations from various councils, committees, etc.);
- ~~Development and updating of long-range academic planning and the academic master plan;~~
- Quality assurance of all **traditional undergraduate academic and student life** programs and activities.

Membership:

- **Vice Provost of Academic Affairs and Vice Provost for Student Life Academic Vice President**, co-chairpersons
- **Dean of Admissions**

- **Dean of Academic Advising and Achievement**
- **Dean for Academic Development**
- **Dean for Mission and Faculty Development**
- Dean of the School of Liberal Arts
- **Associate Dean of the School of Liberal Arts**
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- ~~— Dean of the School of Education~~
- ~~— Dean of the School of Extended Education~~
- Dean of the Intercollegiate Nursing Program
- Dean for Academic Resources/Director of the Library
- **Dean for Student Life**
- **Associate Dean for Student Life**
- **Director of Campus Ministry**
- **Director of CILSA**
- **Director of Center for International Programs**
- **Director of Athletics or representative**
- ~~— Chair of the Academic Senate or designee~~
- ~~— Manager of Academic Affairs~~

The **Vice Provosts** ~~Academic Vice President~~ may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The **Campus Council of Deans Committee** ordinarily meets every two weeks. Additional meetings may be called by the chairperson.

1.7.3.4 **Council of Deans of Adult and Graduate Programs**

Role: The Council of Deans of Adult and Graduate Programs advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.

Membership:

- Provost, chairperson
- Vice Provost of Academic Affairs, as necessary
- Dean of SEBA
- Associate Dean of SEBA
- Dean of SEED
- Dean of SOE
- Dean of SOLA
- Dean for Academic Development
- Chair of Graduate Policies Committee of the Educational Policies Board

The Council of Deans of Adult and Graduate Programs meets twice a month.

1.7.3.5 **Council of Deans of Traditional Undergraduate Programs**

Role: The Council of Deans of Traditional Undergraduate Programs advises the Vice Provost of Academic Affairs regarding matters pertaining to their various Schools and academic programs, especially regarding long-range planning, strategic initiatives, and budget priorities.

Membership:

- Vice Provost of Academic Affairs, chairperson
- Dean of SEBA
- Dean of SOLA
- Associate Dean of SOLA
- Dean of SON
- Dean of SOS
- Dean for Academic Development
- Dean for Mission and Faculty Development
- Dean of Academic Advising and Achievement
- Dean of Academic Resources/Director of Library
- Director of CILSA
- Director of Center for International Programs

The Council of Deans of Traditional Undergraduate Programs meets twice a month.

1.7.3.65

Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the **Provost** ~~Academic Vice President~~ on reappointment subsequent to interim reviews. (For procedures, see section 2.6.2.2.)

Membership: ...

- **Provost** ~~Academic Vice President~~

Faculty Qualified for Election

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, **or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are not less than 2/7**) and who have attained the rank of Associate Professor are eligible for membership-at-large.

Election Procedures: Faculty Positions Other Than Chair

1. Six weeks before the start of the annual campus committee elections, the Office of the Academic ~~Affairs Vice President~~ **Affairs Vice President** commences distribution of ballots ...

Duties of the Faculty Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;

- to request of the **Provost** ~~Academic Vice President~~ that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the **Provost** ~~Academic Vice President~~ at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

*Role of the **Provost** ~~Academic Vice President~~ :*

Because the **Provost** ~~Academic Vice President~~ makes his/her own separate recommendation in the Rank and Tenure process, the role of the **Provost** ~~Academic Vice President~~ on the Rank and Tenure Committee is advisory. The **Provost's** ~~Academic Vice President's~~ presence as an ex-officio non-voting member is important in order for the **Provost** ~~Academic Vice President~~ to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.65.1 Student Rank and Tenure Committee

1.7.3.76 Educational Policies Board

1.7.3.76.1 Undergraduate Policies Committee

1.7.3.76.2 Graduate Policies Committee

1.7.3.76.3 Program Review Committee

1. (No change)
2. Administer that review process following these steps:
 - a. the Committee notifies each department and program of the entire five-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date;
 - b. departments and programs are responsible for preparing a self-assessment, responding specifically to the guidelines created by the Committee;
 - c. this self-assessment is submitted to the Dean of the appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this committee by the requested deadline;

- d. the Committee prepares a complete written review, requesting additional information where needed, and after review and approval by the entire EPB, sends it to the department or program under review, the Dean of the appropriate School, and the **Provost Academic Vice President, if an adult or graduate program, and if it is a traditional undergraduate program, to the Vice Provost of Academic Affairs.** (Following this step in the process, the **Provost/Vice Provost, as appropriate, Academic Vice President** will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);
- e. administrative issues, particularly budgetary, will be responded to by the Dean or the **Provost/Vice Provost Academic Vice President** within twelve months of reception of the review;
- f. subsequent self-assessments by the department or program must respond substantively to the previous review by the Committee and address the comments of the Dean and the **Provost/Vice Provost Academic Vice President;**
- g. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the EPB at the request of this Committee, and by order if the chairperson of the Educational Policies Board, all Board actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

1.7.3.76.4 Admissions and Academic Regulations Committee

1.7.3.87- Saint Mary's College-Samuel Merritt College Interinstitutional Council

Membership:

- Dean of the Intercollegiate Nursing Program, chairperson (Merritt)
- Chairperson, Undergraduate Nursing Program (Merritt)
- Director, Recruitment and Admissions (Merritt)
- Director, Student Affairs (Merritt)
- Registrar (Merritt)
- two faculty members appointed by the Academic Dean (Merritt)
- student representative appointed by the Student Body President (Merritt)
- Academic Vice President and Provost, ex-officio (Merritt)
- Vice **Provost President, Student Life Affairs** (Saint Mary's)
- ~~Dean, Academic Services (Saint Mary's)~~
- Dean, Admissions (Saint Mary's)
- Registrar (Saint Mary's)
- Academic Advisor, Nursing (Saint Mary's)
- faculty member appointed by the **Provost Academic Vice President** (Saint Mary's)
- student representative appointed by Student Body President (Saint Mary's)
- **Provost Academic Vice President**, ex-officio (Saint Mary's)

1.7.3.98 Library Committee

1.7.3.109 January Term Committee

1.7.3.1140 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened **and chaired** by the Dean for Academic Development, at the request of the student . . .

Membership: **The Dean for Academic Development (ex officio and nonvoting)**, three ranked undergraduate faculty members . . .

1.7.3.1244 International Programs Coordinating Committee

Membership:

- Director of the Center for International Programs (chairperson)
- Chairperson of Programs Abroad Committee
- Coordinator of International Recruiting and Admissions
- Director of Graduate Business Programs
- Registrar
- Dean of Academic Advising and Achievement
- Dean of Admissions
- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the **Vice Provost of Academic Affairs** ~~Vice President~~, who may appoint up to two additional members.

1.7.3.1342 Celebrating Diversity Committee

1.7.3.1443 Human Research Institutional Review Board

1.7.3.1544 Faculty Development Fund Committee

Membership:

- Dean for **Mission and Faculty Development** ~~Academic Development~~ (chairperson)
- ~~Director of Faculty Development and Scholarship~~
- six ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, the Schools of Education and Extended Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.3.1645 Orientation Committee

The orientation program for new undergraduate students seeks to aid their transition into Saint Mary's College by integrating them into the academic and student life of the College, and by structuring opportunities for the interaction of new students with faculty, staff, and continuing students. Orientation is a shared responsibility of the Offices of Academic Affairs and Student **Life Affairs**. Programs for new students are offered during the summer

and at the beginning of each term. A concurrent program for the families of new students is also provided with the assistance of the Director of Parent Relations. The Orientation Committee oversees all aspects of the orientation programs (i.e., academic advising, orientation sessions, Move-In Day, and Welcome Week).

Membership:

- ~~Assistant Academic Vice President~~ (co-chair)
- ~~Dean for of Student Campus Life~~
- Dean for Academic Advising and Achievement
- Dean of Admissions
- **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities and Leadership~~
- **Assistant Dean of Student Life for Mission and Leadership**
- Director of Events and Conferences
- Director of Collegiate Seminar
- Registrar
- three faculty members, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Deans of the School
- three students, once each from the above-noted Schools, appointed by the Student Body President in consultation with the ~~Dean for of Student Campus Life~~
- the coordinator of Student Orientation Staff (SOS)

~~1.7.3.16 Committee on Student Advising~~

~~(Description pending)~~

1.7.3.17 Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the **Provost** ~~Vice President for Student Affairs~~, and/or to the President of the College.

Meetings: Meets at least three times during the academic year.

Membership:

- Faculty Athletic Representative (appointed by the **Provost** ~~President~~), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the **Provost** ~~President~~ or designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- ~~Vice President for Student Affairs~~
- Director of Athletics

- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

1.7.3.18 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Meetings: Meets at least four times a year.

Membership:

- Director of Career Development Center
- Associate Director, Career Development Center
- Dean, Student **Life Development**
- Alumni Director
- Director, Parent Relations
- Career Counselor
- Experimental Learning Coordinator
- one faculty representative
- one administrative representative
- two alumni
- two undergraduate students
- two representatives from the business community
- a Career Placement Director from a local college/university
- a Human Resources recruiter

1.7.4.6 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the **Dean Director for Mission and Faculty Development and Scholarship** and Scholarship in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the **Dean Director for Mission and Faculty Development and Scholarship** in faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest.

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

Membership:

- **Dean Director for Mission and Faculty Development and Scholarship**, chairperson
- five elected faculty members, one from each School (two-year, staggered terms)
- three faculty members (one-year, renewable terms) appointed by the **Dean Director for Mission and Faculty Development and Scholarship** in consultation with the chair of the Academic Senate.

1.7.4.4 Academic Administrators Evaluation Committee

3. to identify and communicate to the College the qualities and skills which the faculty think are desirable in academic administrators. **To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with their respective relevant faculty body(ies) under his or her jurisdiction.**

Role: The Committee's role is to design and conduct periodic, systematic, and confidential evaluations of academic administrators **including Associate Deans Academic Deans, Vice Provosts Vice Presidents, the Provost,** and the President in order to assess their performance in matters substantially affecting the academic life of the College. **The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.**

1.7.5 STUDENT LIFE AFFAIRS COMMITTEES

~~1.7.5.1. Campus Athletic and Recreational Sports Committee (See 1.7.3.17)~~

~~1.7.5.2 Career Development Center Advisory Board (See 1.7.3.18)~~

1.7.5.13 Disciplinary Hearing Board

The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student **Life Development and Leadership** and/or the Vice President for Student Affairs for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. ~~In matters involving student-on-student allegations of sexual assault or sexual harassment, the Disciplinary Hearing Board decides the sanction, if any, to be imposed, based on the findings and report of the campus investigator.~~ Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the **Associate Dean of Student Life Development and Leadership**. The Disciplinary Hearing Board meets on an as needed basis as determined by ~~a request of a student, the Associate Dean of Student Life Development or the Vice President for Student Affairs.~~ As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.

Membership:

- **Associate Dean of Student Life, facilitator chairperson,** ~~appointed by the Vice President, Student Affairs~~
- four students, appointed by the President of ASSMC, in consultation with the **Assistant Dean of Student for Campus Life for Student Involvement**
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice **Provost President, Student Life Affairs**

1.7.5.4 Residence Life Advisory Board

The Residence Life Advisory Board advises the **Assistant Dean of Student for Campus Life for Housing and Residence Life** on matters pertaining to residential living.

Meetings: Meets at least twice a year.

Membership:

- **Assistant Dean of Student for Campus Life for Housing and Residence Life**
- Assistant Director of Residence Life
- **Assistant Dean of Student Life for Student Involvement** Director, Student Activities
- **Assistant Director of Athletics for Recreational Sports and Intramurals**, Student Recreation and Wellness
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by **Assistant Dean of Student for Campus Life for Student Involvement**
- three students elected by resident students

1.7.5.5 Student Health Committee

The Student Health Committee advises the Health Services staff and the Vice **Provost President** for Student **Life Affairs** on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Meetings: Meets at least twice a year.

Membership:

- Dean, Student **Life Development** (chairperson)
- Director, Counseling Center
- **Assistant Director of Athletics for Recreational Sports and Intramurals** Director, Student Recreation and Wellness
- **Director Coordinator**, Women's Resource Center
- Dean, Intercollegiate Nursing Program (or designee)
- one Athletic Trainer
- College physician
- two faculty members appointed by chair, Academic Senate
- three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC

1.7.5.6 Student Activities and Recreation Advisory Committee (Description pending)

1.7.5.7 Campus Student Life Committee

Role: The Campus Student Life Committee develops agenda for the Vice President of Student Affairs Cabinet and the Regents Student Life Committee that addresses student academic, social, spiritual, career, recreational, and physical needs and interests.

Membership:

- ~~Vice Provost President for Student Life Affairs, chairperson~~
- ~~Dean of Student Life Development~~
- ~~Dean for Campus Life~~
- ~~Director of Athletics~~
- ~~Director of Public Safety~~
- ~~Director of Student Activities and Leadership~~
- ~~four students from the Executive Committee of the ASSMC, one year term~~
- ~~one student Resident Advisor, appointed by Resident Advisors, one year term~~
- ~~one student athlete, appointed by the Student Athlete Advisory Committee, one year term~~

Meetings: ~~Meets at least twice per term.~~

1.7.5.6 Alcohol and Other Drug Committee

Reports to: Dean of Student **Life Development**

Membership:

1. 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities~~ for a two academic year term, and one student appointed by the Dean of **Student Campus Life** for a two academic year term)
2. 2 appointed faculty (appointed by the Academic Senate Chair, one for a one-year term and one for a two-year term)
3. 4 appointed staff (one appointed by the Dean of **Student Campus Life**, one appointed by the **Assistant Dean of Student Life for Student Involvement** ~~Director of Student Activities~~, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)
4. 2 staff by-right-of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)

Charge:

The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. promoting forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. reviewing the College's policies, procedures and practices regarding alcohol and other drugs; and
3. conducting the biennial review of the College's drug prevention program (in compliance with the Drug-Free Schools and Communities Act Amendments of 1989).

Meetings: Meets at least once per term.

1.7.6 ADMINISTRATION/CHIEF FINANCIAL OFFICER COMMITTEES

1.7.6.1 Budget and Planning Committee Taskforce

(Description pending)

Technology ~~Advisory~~ Coordinating Committee*Role:*

The Technology Advisory Committee (TAC) is charged by the President of the College to review and/or formulate academic and administrative technology policies and procedures and to make recommendations for consideration by the Budget Committee, Cabinet, and President. TAC is also charged with the following responsibilities:

- facilitate the development of a strategic plan for technology, annual technology action plans, annual technology assessments, and revisions in the College's strategic plans as they relate to technology;
- solicit input from the campus community to assess the effectiveness of technology planning and to inform subsequent technology planning processes;
- solicit departmental technology plans and related technology requests;
- recommend prioritization of funding requests and appropriations for technology as they relate to annual action plans and the College's strategic plans;
- survey "best practices" in technology use and implementation at other colleges and universities to inform recommendations for technology at the College;
- keep the campus community informed about technology issues, trends, and plans;
- advocate the use of technology as a vehicle for advancing the College's mission and strategic plans.

TAC may also convene ad hoc task forces to gather information and develop recommendations on specific issues. Membership on task forces may be drawn from members of the campus community who are not members of TAC.

Membership:

- Provost, chairperson
- Vice President for Finance, vice-chair
- Vice President for Advancement and Planning or designee
- Vice President for College Communication or designee
- Vice Provost for Student Life or designee
- Chief Technology Officer
- Dean for Academic Resources
- Registrar
- one faculty representative from each School
- a representative from the Academic Senate

The Chief Technology Officer and/or designee supports the TAC. Members of the campus community may attend TAC meetings by invitation to provide additional support and input.

~~The Technology Coordinating Committee provides a forum for the discussion of all major policy issues related to technology at the College. The TCC appoints subcommittees to discuss particular issues, and forwards recommendations to the appropriate Vice President. Issues may be identified by the TCC, or may be forwarded to the TCC either by the Academic Senate or by the Associated Students of Saint Mary's College.~~

~~Membership of the TCC includes the Vice President for Administration/CFO and the chair of the Academic Senate or his/her designee as co-chairs, four faculty representatives appointed by the chair of the Academic Senate to two year terms, the Director of Information Technology, the Head of Library Systems and Media Services, the SMC Webmaster, one representative each from Student Affairs, Enrollment Services, and Planning and Advancement, two student representatives appointed by the ASSMC.~~

1.7.7 **ADVANCEMENT AND PLANNING AND ADVANCEMENT COMMITTEES**

1.7.7.1 **Advancement and Planning and Advancement Committees**

Depending on the nature of the plans for development of the College, the Vice President for **Advancement and Planning and Advancement** is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the Regents' Development Committee, the Regent advisory committees to the various Schools and departments of the College, and the Alumni Board of Directors, and the Campus Planning Committee.

1.7.8 **ENROLLMENT SERVICES COMMITTEES**

1.7.8.1 **Enrollment Group**

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.

Membership:

- Vice **Provost President** for Enrollment Services (chairperson)
- Dean of **Student for Campus Life**
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Dean for Academic Development
- Director of Financial Aid
- Director of Articulation and Transfer/**Associate Registrar**
- **Assistant Dean of Student Life for Residence Life**
- ~~Director of Student Activities~~
- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

1.7.9 **MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES**

1.7.9.2 **Hearst Art Gallery Advisory Board**

The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from

the Art department faculty, the **Advancement and Planning Development** office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.

1.7.9.4 Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

Membership:

- Dean for Academic Development (chairperson)
- **Provost Academic Vice President**
- Chairperson, Academic Senate
- Director for Human Resources
- General Counsel
- President

The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

1.7.9.5 Faculty Representative to the Board of Trustees (moved, unchanged, from 1.7.3.3)

1.7.9.6 Faculty Representative to the Alumni Board of Directors (moved, unchanged, from 1.7.3.4)

1.8 **REVISION PROCESS OF THE *FACULTY HANDBOOK***

The content of the *Faculty Handbook* is of three categories:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a and b), such as charts describing institutional organization or committee structure and reporting.

The revision process has three types of procedures:

1. Material in Category (a) is routinely collected and updated by the Dean for Academic Development for each revision of the *Handbook*. When in doubt about the nature of the material, the Dean should consult with the chair of the Academic Senate and the **Provost Academic Vice President** and, when appropriate, the President, as prescribed in procedure 3, below, before proceeding to revise that section. Changes to material in

Category (a) can occur and revised pages can be circulated to faculty to update their *Handbooks* at any time.

2. Material proposed by the Senate requires the approval of the ~~Provost Academic Vice President~~; material proposed by the administration and/or the ~~Provost Academic Vice President~~ requires consultation with the Academic Senate. Changes or additions to material in Category (b) that have been approved by the Academic Senate and the ~~Provost Academic Vice President~~ are collected through the academic year by the Dean for Academic Development. On or about February 20 of each year, the Dean for Academic Development distributes to members of the *Faculty Handbook* Review Committee all changes or additions to be considered by that Committee. During the first two weeks of March in each academic year, changes to material in Category (b) are reviewed by the Committee. Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are presented to the President for his approval in consultation with the Board of Trustees each year at its May meeting. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.
3. Any material in Category (c) must be reviewed by the chair of the Senate, the Dean for Academic Development, the ~~Provost Academic Vice President~~, and by the President. If all four agree on the nature of the material, it will be treated according to procedure 1 or 2 as jointly agreed upon. If there is disagreement, then such material will be revised only through process 2.

The Dean for Academic Development is responsible for publishing and updating the *Faculty Handbook*. Entries ~~that which~~ have been revised bear a notation to that effect on the pages **of the Index, which record changes over several years.** ~~revised, with the date of revision.~~ **In addition, all the changes for a given year are presented in order in a separate section following the Index, with strikeouts indicating eliminated words and passages and bolding indicating added words and passages.**

2.1.1.1

Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any position that may be affected. The Educational Policies Board shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Senate, non-doctoral terminal degrees are subject to final approval by the ~~Provost Academic Vice President~~. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2

Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the ~~Provost Academic Vice President~~ will seek a

recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the **Provost Academic Vice President** is unalterable. Such findings for exceptional appointment shall be sought only for initial appointments and may not be used for extensions of current appointments.

2.1.2 NON-TENURE-TRACK FACULTY

Adjunct Faculty: An annual, renewable, non-tenure-track appointment which is made to an individual who does not hold a full-time academic appointment elsewhere, excepting individuals on leave from such an appointment. Adjunct appointments are for five courses or more, including administrative duties, are paid on a pro-rata basis, and carry non-teaching duties as enumerated in section 2.11.2, proportional to the extent of instructional duties contained in the appointment. Any adjunct position must be reviewed after two years and a determination made whether to change that position into a tenure-track position. No adjunct appointments may be continued as such for more than three consecutive years without a specific ruling by the **Provost Academic Vice President**, in consultation with the Deans in those Schools that would be impacted by a change in that position, explaining the necessity for continuing the position in such a way and offering a time-table for conversion to tenure track or reduction to less than 5/7. Although Adjunct Faculty are paid at differing levels corresponding to the full-time salary scale, they hold the title of Adjunct Faculty.

Lecturer: All non-tenure-track faculty who are paid on a per-course, per-unit or per-workshop basis hold the academic title of Lecturer. Lecturers have none of the additional duties as described in section 2.11 and are placed on the Lectureship salary per-course scale for the program to which they are appointed. Lecturer appointments are made on per-unit, per-course, or per-workshop basis only. Lecturer appointments remain non-tenure track appointments regardless of the number of courses taught in an academic year or the number of annual contracts entered into between the Lecturer and the College over time. If a Lecturer is appointed by the President to teach more than one course, unit, or workshop in an academic year, that Lecturer is not entitled, as a result of such appointment(s), to receive benefits that are available to adjunct faculty teaching five or more courses (see section 2.14). The appointment of a Lecturer to teach more than one course, unit, or workshop in an academic year is subject to the prior approval of the **Provost Academic Vice President**, in consultation with the Dean(s) of the School(s) in which such Lecturer's services are to be retained.

2.1.3 EMERITUS/EMERITA

4. Procedure for promotion to Professor Emeritus/Emerita:

- d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the President for his approval. In the event that the **Provost Academic Vice President** does not agree with the recommendation, the **Provost Academic Vice President** will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the **Provost, the Vice Provost of Academic Affairs, Academic Vice President** and each Dean of a School. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a ranked faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

Assignment to a department will be made by the **Provost Academic Vice President** (by the President in the case of the appointment of the **Provost Academic Vice President**) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Selection/Appointment of Ranked Faculty, section 2.3.1.

An administrator as defined in this section, who is also a ranked faculty member, agrees to the provisions of this *Faculty Handbook* which are applicable to his/her faculty ranks.

A ranked faculty member who assumes an administrative position at the College that does not carry ranked faculty status nonetheless continues to be a ranked faculty member; however, ranked faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry ranked faculty status. A proposal to incorporate ranked faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the **Provost Academic Vice President** before being considered by the President. If an administrative position is converted to an administrative position with ranked faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with ranked faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in section 2.1.5 below.

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the **Provost Academic Vice President**, the chair of the department and the Dean of the School with which the individual will be affiliated. The **Provost Academic Vice President** will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the **Provost Academic Vice President** will also consult the Rank and Tenure Committee prior to advising the President.

2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the **Provost Academic Vice President**. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry ranked faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.

[The only changes in the following three sections were changes of title from “Academic Vice President” to “Provost,” except for the note on section 2.2.4]

2.2 **TYPES OF APPOINTMENTS**

2.3 **SELECTION AND APPOINTMENT PROCEDURES**

2.4 **EVALUATION OF ADJUNCT FACULTY**

2.2.4 **REDUCED SERVICES (TENURED APPOINTMENT)**

(See section 2.13.2.2 “Personal Leave” and 2.13.2.3 “Scholarly Leave” which replace the following section of 2.2.4)

~~Tenured and tenure track faculty may request a temporary reduction (not less than four courses per year) in teaching load, for scholarly pursuits, accompanied by a proportional reduction in compensation and health benefits (See, also Sections 2.14.3 and 2.13.2). These faculty will not be entitled to coverage in the dental, vision, life and long term disability programs unless the premiums are paid entirely by the faculty member. Tenured faculty in this category retain faculty status and privileges, including eligibility for sabbatical leave. Tenured faculty under this provision may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for sabbatical. Ranked faculty not yet tenured retain faculty status and appropriate privileges and may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for tenure.~~

2.5 **RANK AND TENURE RECORDS**

2.5.1 **FACULTY RANK AND TENURE FILE**

Faculty members may review their Rank and Tenure files in the Office of ~~the Academic Affairs Vice President~~ 24 hours after receipt of a written request by that office. File review guidelines are in the Office of ~~the Academic Affairs Vice President~~.

2.5.2 FACULTY RANK AND TENURE ROSTER

(See section 2.6.2.1.1.)

2.6 PROMOTION AND TENURE

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

2.6.1.1 Additional Criteria

Tenure: In addition to the criteria cited above, the following are included in view of the nature of tenure:

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor
 - a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - b. a promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).
2. Associate Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure);
 - c. since the rank usually accompanies tenure, note criteria for tenure above.
 - d. in cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.
3. Full Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent;
 - b. high level of teaching effectiveness and continued development of teaching expertise, and
 - c. evidence of highly effective service to the College community in and beyond the level of the department, and

- d. significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College, and
- e. a special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.

Note: The President and the Provost, at their respective levels of independent review for promotion and tenure, will consult with the College's Director of Human Resources to ascertain if, during the time in which the candidate has been employed at the College, there has been a determination of a violation of the College's non-discrimination and/or retaliation policies, including but not limited to the College's policy prohibiting sexual harassment. If such a violation has been found, the President may take that finding into account when making a final decision regarding the faculty member's candidacy for promotion and/or tenure.

[This paragraph was approved by the Board of Trustees, May 21, 2004, at the request of the President, but the wording of this section is still under consideration by the Academic Senate, which has not yet approved this wording.]

2.6.2 PROCEDURES FOR PROMOTION AND TENURE

2.6.2.1 Eligibility

It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the ~~Provost Academic Vice President~~. As a matter of courtesy, on or before June 15 of each year the ~~Provost Academic Vice President~~ shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.1.1 Faculty Rank and Tenure Roster

By September 1 of each year, the ~~Provost Academic Vice President~~ will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.

2.6.2.1.2 Promotion

Faculty members will be considered for promotion in the year in which they reach the top step for their rank. They may choose to apply one year before they reach the top step for their rank, or they may choose to defer consideration for promotion until the first or second year after they reach the top step of their rank. Faculty must be considered for promotion in one of those four years. If promotion is denied, any subsequent request for said promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position can have up to a maximum three years of prior experience recognized toward tenure. Scholarly leave of absence for one year or less will count as part of the probationary period. In the case where a faculty member already has been granted the maximum years towards tenure (three), whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the **Provost Academic Vice President**.

Tenured appointments are permanent appointments which may be terminated under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.6.2.2 Faculty, Department and School Procedures

Sections 2.6.2.2 through 2.6.2.2.2 became effective July 1, 1998.

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her schedule for review. Department/School interim reviews, Rank and Tenure interim reviews, and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2).

Interim and Tenure Review Cycle by Length of In-Residence Probationary Period

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	No Review		
3.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review

4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
	Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2)			

Document Requirements

All original documents from all parties should be directed to the Office of ~~the Academic Affairs Vice President~~ so they may be placed in the Rank and Tenure file.

Candidates should send copies of their self-evaluations for interim review, and Form A for tenure and promotion reviews to the department chairs/program directors and academic Deans of the Schools in those areas in which the candidate teaches more than one course per year; chairs and program directors should send copies of their evaluations to their Deans.

2.6.2.2.1

Interim Reviews Conducted by the Department/Program/School

1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the **Provost** ~~Academic Vice President~~ with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted by the Rank and Tenure Committee (see section 2.6.2.2.2). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.
 - a. All probationary candidates shall be reviewed by their department/ program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2.)
 - b. Exceptions to the interim review schedule are to be granted only by the **Provost** ~~Academic Vice President~~ in consultation with the Rank and Tenure Committee.
 - c. Department chairs and program directors shall complete these reviews on or before October 15.
2. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on

the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with preparing a thorough written review of the candidate's performance in each criterion area (see section 2.6.1), which shall be provided to the faculty member and the Dean. A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In cases where the chairperson or program director, in formal consultation with ranked members of the department or program, does not recommend reappointment, the Dean of the School shall review the case and send it on to the Rank and Tenure Committee along with his/her own written recommendation, as prescribed in procedure 5 below.

3. A department chairperson or director of a program will solicit a letter from any other chairperson or director of a program in whose department or program the faculty member being reviewed has taught more than one course during each of the last three years (see sections 1.4.2.2.1 and 2.6.1.1).
4. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School. A Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.
5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the **Provost Academic Vice President** and the chair of the Rank and Tenure Committee in writing on or before November 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before November 1, the written recommendation of the department chairperson or program director together with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before December 1, to the **Provost Academic Vice President**.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

1. *All probationary tenure-track candidates* must have two interim reviews by the Rank and Tenure Committee prior to the year in which they are to be reviewed for tenure. These interim reviews will occur in the second year prior to the tenure year and in the first year prior to the tenure year, respectively. (See chart in section 2.6.2.2.)
2. *Tenured Associate Professors.* One interim review by the Rank and Tenure Committee shall occur for tenured Associate Professors. A person who is tenured but has yet to be considered for Full Professor must have an interim review before being considered for

Full Professor. A candidate may choose to schedule this interim review no less than two years after tenure, nor more than four; however, in an instance in which a Full Professor consideration occurs in the first or the second year after tenure, there will be no need for an interim review.

3. Exceptions to the interim review schedule are to be granted only by the **Provost** ~~Academic Vice President~~ in consultation with the Rank and Tenure Committee.
4. On or before June 15 of each year, the **Provost** ~~Academic Vice President~~ shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before September 1, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairpersons and program directors in which areas/departments/programs the candidate has taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.
5. The chairpersons, program directors, and Deans shall then submit letters of evaluation for interim review candidates, to the chair of the Rank and Tenure Committee, on or before October 15 for department chairs and program directors, and on or before November 1 for Deans. Letters of evaluation for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and by Deans on or before December 15.
6. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with carrying out a thorough review of the candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all ranked members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In addition, a department chairperson or director of a program is responsible for those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see sections 1.4.2.4.1 and 1.4.2.3.18).
7. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1). Unless requested by the Rank and

Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.

2.6.2.2.3

Promotion and Tenure Reviews (effective July 1, 2000)

1. On or before June 15 of each year, the ~~Provost Academic Vice President~~ shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review, and on or before October 15 for promotion, tenure, or pre-Professor progress reviews, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the ~~Provost Academic Vice President~~ no later than September 1.
2. On or before September 1 of each year, the ~~Provost Academic Vice President~~ shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 15 for interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before November 1 for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.
3. The chairperson or program director is responsible for conducting departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.1 and 1.4.2.3.18). If the chairperson or program director is not tenured nor on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or programs, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for reviewing all other faculty who have taught in the department or program during the last four years and who are being considered (see sections 1.4.2.4.1 and 1.4.2.3.1.8).
4. A Dean of a School is responsible for promotion and tenure review at the School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a department or program outside the School, but who teach in the School.
5. On or before June 15 of each year, the ~~Provost Academic Vice President~~ shall notify the academic community, by means of a published list, of those persons who are to be considered for promotion or tenure. Members of the academic community will receive, as appropriate, Forms A or B. Form A is to be submitted by candidates for promotion

or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, before November 1, letters of evaluation. All letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

The calendar dates listed below indicate deadlines for submission of important materials for promotion, tenure, pre-Professor progress, and interim reviews conducted by the Rank and Tenure Committee. These dates have been established in order to allow for an orderly, efficient, and timely deliberation process for the Rank and Tenure Committee and the candidates for review. In particular, these dates have been established to provide useful and formative advice for interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the deadlines as collegial guidelines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. The chair of the Rank and Tenure Committee and the candidate must negotiate a mutually agreed upon submission date and inform the department chair or program director, Dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, **Provost** ~~Academic Vice President~~, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by the Rank and Tenure Committee, **Provost** ~~Academic Vice President~~, or President is not an event subject to Grievance (see section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

On or before:	
June 15	<ul style="list-style-type: none"> • Draft Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.

September 1	<ul style="list-style-type: none"> • Final Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process. • Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15. • All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
October 15	<ul style="list-style-type: none"> • All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. • Chairs/program directors submit letters of evaluation for candidates for interim review.
November 1	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
December 1	<ul style="list-style-type: none"> • Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
December 15	<ul style="list-style-type: none"> • Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • The Rank and Tenure chair sends letters to all faculty who were under interim review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost Academic Vice President. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
January 15	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts, with copies to the candidate's dean and department chair or program director. • Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure.
March 15	<ul style="list-style-type: none"> • The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate's dean and department chair or program director and the President. A copy of this letter is also sent to the Provost Academic Vice President. • The Provost Academic Vice President will inform in writing the candidates for whom he/she is considering a negative recommendation

	of that fact.
April 1	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters of recommendation of candidates for tenure to the President.
May 1	<ul style="list-style-type: none"> • The President sends out letters to candidates for tenure, with copies to the candidate's dean and department chair or program director. • The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost Academic Vice President.
May 15	<ul style="list-style-type: none"> • The Provost Academic Vice President sends letters of recommendation of candidates for promotion to the President, with copies to the candidate's dean and department chair or program director. • The Provost Academic Vice President sends letters to faculty subject to pre-Professor review, with copies to the candidate's dean and department chair or program director.
May 31 June 30	<ul style="list-style-type: none"> • The President sends letters to candidates for promotion, with copies to the candidate's dean and department chair or program director.

2.6.2.2.4

Review of Department Chairperson or Program Director

When a department chairperson or program director is scheduled to have a promotion, tenure or interim review, the **Provost Academic Vice President**, appropriate School Dean and that chairperson or director will consult and select a tenured faculty member, normally from that department or program, who will serve as chairperson for the purpose of the review of that department chairperson or program director as described in sections 2.6.2.2.1 to 2.6.2.2.3.

2.6.2.3

Rank and Tenure Committee Procedures

1. Although neither the Board of Trustees nor the College administration has formally agreed to the 1940 Statement and subsequent interpretive documents and is not legally bound to adhere thereto, nonetheless, in the matter of faculty tenure, promotion, non-reappointment and termination, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretive comments (1940, 1970 and 1977) of the American Association of University Professors. However, in cases where differences occur between the Saint Mary's College *Faculty Handbook* and procedures and policies of the AAUP, the Saint Mary's College *Faculty Handbook* takes precedence.
2. Confidentiality
 - a. The deliberations and voting of the Rank and Tenure Committee are confidential to everyone except members of the Committee, the **Provost Academic Vice President**, and the President. The recommendations of the Rank and Tenure Committee will be conveyed to candidates, their chairs, and their deans by the President or the chair of the Rank and Tenure Committee. Any other discussion of any of these matters

by any member of the committee is a breach of confidentiality. It is the primary responsibility of all members of the Committee to ensure that confidentiality be maintained. Faculty members should not inquire about such confidential matters from members of the Rank and Tenure Committee.

- b. While the Committee may agree to solicit additional information concerning candidates through the chair of the Rank and Tenure Committee, individual Rank and Tenure Committee members must not solicit such information. Members of the committee may, however, carry out their parallel responsibilities of contribution to the departmental review of a candidate. In doing so, they must rigorously avoid using their position as members of the Rank and Tenure Committee to sway judgments of others participating in this review.
- c. The chairperson's or program director's letter and the Dean's letter setting forth their recommendations in a Rank and Tenure case will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee. The Dean, chairperson or program director, and the Rank and Tenure Committee shall not include or reference confidential materials in the candidate's file in a manner which could reveal their existence or their source.
- d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.
- e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the **Provost** ~~Academic Vice President~~, the Dean of the School for school faculty, and department chairpersons (or program directors) for department faculty (or program faculty). (See Review of Department Chairperson or Program Director, section 2.6.2.2.4.)
- f. The minutes of the Rank and Tenure Committee meetings are confidential. Normally, in addition to the members of the Committee, only the President has access to them. However, members of the Grievance Committee who are hearing appeals of cases alleging inadequate considerations or violation of academic freedom (see Grievance, section 2.16.), and the members of the Board of Trustees who are hearing appeals of cases alleging a violation of academic freedom only (see Grievance, section 2.16.3., Step IV), have access to the confidential material that was available to the Rank and Tenure Committee, as well as the minutes of the Rank and Tenure Committee meeting(s) pertaining to the case(s) being appealed. All having such access are bound by the same confidentiality which binds the Rank and Tenure Committee.

3. Voting

- a. The Rank and Tenure Committee may conduct business with a quorum of six, regular members, but it endeavors to conduct business only when all seven regular members are present. Any regular member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall excuse him/herself from the voting.

- b. The alternate members of the Rank and Tenure Committee (see Election Procedures, section 1.7.3.5) attend Rank and Tenure Committee meetings in order to insure that the absence of a member(s) would not prevent conducting business in a timely manner. If a regular member is absent, the alternate becomes a regular member for that meeting.
 - f. If any member of the Rank and Tenure Committee judges that he/she has had insufficient time to read all pertinent materials of a particular case, he/she may request the case be continued to a later meeting.
 - g. If a member of the Committee judges that the information submitted on a candidate for promotion or tenure is insufficient, he/she may move to table the voting until the Committee believes sufficient information is available.
 - h. In making recommendations concerning cases involving interim review, promotion, and/or tenure, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
 - i. A simple majority of the regular members of the Committee present is required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which seven regular members are present unless the Committee decides otherwise by unanimous consent. If a regular member believes that he/she would not be able to cast a vote, then he/she will step down from the Committee for that case and be replaced by an alternate.
4. The Rank and Tenure Committee endeavors to complete its recommendations by the last day of classes in May.

2.6.2.4

Student Rank and Tenure Committee Procedures

- 1. By September 1 of each year, the ~~Provost Academic Vice President~~ shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.
- 2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.
- 3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access through the Office of ~~the Academic Affairs Vice President~~ to the previous spring teaching evaluation forms for all such candidates.
- 4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

Interim Review

1. All interim review decisions of the Rank and Tenure Committee, whether positive or negative, are recommendations to the **Provost** ~~Academic Vice President~~ and go first to the **Provost** ~~Academic Vice President~~ for consideration before a final decision regarding reappointment is made. (See section 2.8.3.1 for additional information regarding negative decisions.)
 - a. When the **Provost** ~~Academic Vice President~~ has reached a decision, the candidate receives both the letter of the Rank and Tenure Committee, signed by its chair, and a letter signed by the **Provost** ~~Academic Vice President~~ announcing that decision, with a copy to the faculty member's Dean and department chair or program director.
 - b. Each group of interim letters (e.g., fourth-year review) should go out to individual faculty members at the same time.

Tenure

1. All decisions on tenure by the Rank and Tenure Committee, whether positive or negative, are recommendations to the President, who grants or denies tenure.
 - a. When a positive decision has been made by the Rank and Tenure Committee, the Chair sends a letter to the candidate, with a copy to the candidate's dean and department chair or program director and the President, and a copy to the **Provost** ~~Academic Vice President~~ for consideration.
 - b. When the **Provost's** ~~Academic Vice President's~~ decision is also positive, the letter from the Rank and Tenure Committee chair and a letter stating the **Provost's** ~~Academic Vice President's~~ agreement are forwarded together to the President.
 - c. When the **Provost** ~~Academic Vice President~~ is considering rendering a negative decision, the **Provost** ~~Academic Vice President~~ shall inform the candidate in writing. If the candidate so desires, the **Provost** ~~Academic Vice President~~ shall discuss the basis for the negative decision with the candidate.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the **Provost** ~~Academic Vice President~~ to submit to the **Provost** ~~Academic Vice President~~ his/her written response to the negative decision, including any additional materials for consideration.
 - ii. After receiving the candidate's reply, or after the allotted time for the candidate's reply has passed, whichever comes first, the **Provost** ~~Academic Vice President~~ will then make a formal decision and write a letter to the President.
 - iii. The **Provost** ~~Academic Vice President~~ will send that letter together with the letter from the Rank and Tenure Committee and any timely response from the candidate (including additional materials for consideration) directly to the President at the same time.

- d. When a negative tenure decision has been made by the Rank and Tenure Committee, the Chair of the Committee shall inform the candidate in writing of its recommendation against tenure, copying that letter to the President, the candidate's dean and department chair or program director, and send that letter to the **Provost Academic Vice President** for consideration.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the chair of the Rank and Tenure Committee to submit to the **Provost Academic Vice President** his/her written response to the decision, including additional materials for consideration.
 - ii. After the allotted period of time for the candidate's reply has passed, or a reply has been received, whichever occurs first, the **Provost Academic Vice President** will make a decision.
 - iii. The **Provost Academic Vice President** will convey the decision in a letter to the President, which will be forwarded at the same time as any timely response (including additional materials) from the candidate, and the letter from the Rank and Tenure Committee, signed by the chair.
2. Upon receipt of the recommendations and the candidate's written response (if timely made) the President of the College shall review the recommendations and the candidate's written response and make the final decision as to the granting or denial of tenure.
3. If the President disagrees with the recommendations of the Rank and Tenure Committee and/or the **Provost Academic Vice President** to grant tenure in a tenure consideration, the President will meet with the Rank and Tenure Committee or, if his disagreement is with the **Provost Academic Vice President** alone, with the **Provost Academic Vice President**, to discuss the case. If, after such meeting and discussion, the President still disagrees with the recommendation(s) in a case where the President intends to deny tenure, the President shall inform the faculty member in writing of the President's decision to deny tenure and will inform the candidate of the recommendations of both the Rank and Tenure Committee and the **Provost Academic Vice President**. If the faculty member so requests, the President will give (the) reasons for denial of tenure orally, in person or by telephone, to the faculty member. If the faculty member so requests, the President will give the faculty member a written statement of the reasons for denial of tenure.
4. The President will inform all candidates in writing of his decision to grant or deny tenure. To the extent possible, notification to the candidates of tenure decisions will be made at approximately the same time. In all cases where the President's decision is to deny tenure, the President shall inform the candidate in writing of the President's decision and the recommendation (to recommend or deny) of the Rank and Tenure Committee, and the recommendation (to recommend or deny) of the **Provost Academic Vice President**.
5. Following notification to the candidate of the President's decision, the candidate may appeal the President's decision to deny tenure according to the Appeal Procedures.

Promotion

All decisions on promotion by the Rank and Tenure Committee, whether positive or negative, are advisory to the President, but are sent first to the **Provost Academic Vice President** for consideration. When the deliberations of the Rank and Tenure Committee are completed, the Rank and Tenure Chair sends a letter announcing its recommendation to the candidate and a copy of that letter to the **Provost Academic Vice President**. The **Provost Academic Vice President** arrives at a separate decision, based on a review of the evidence gathered in the formal Rank and Tenure process and any new materials submitted by the candidate after the Rank and Tenure Committee decision. The **Provost Academic Vice President** will indicate in writing to the President whether **the Provost he** concurs with the recommendation of the Rank and Tenure Committee and forward to the President both that written concurrence and the letter from the Rank and Tenure Committee. If the **Provost Academic Vice President** does not concur with the recommendation of the Rank and Tenure Committee, **the Provost he** will write a separate letter and forward this to the President along with the letter from the Rank and Tenure Committee. The President shall make his decision based on the stated *Faculty Handbook* criteria for promotion and tenure, after reviewing the evidence gathered in the formal Rank and Tenure process and any additional materials submitted by the candidate to the **Provost Academic Vice President** pursuant to notification of a negative Rank and Tenure Committee or **Provost's Academic Vice President's** decision.

2.6.3

ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, **Provost, Vice Provost of Academic Affairs, Academic Vice President** Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The **Provost and Vice Provost of Academic Affairs Academic Vice President** will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview

with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.

6. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the academic administrator is regarded as full-time regardless of the extent of his/her teaching duties).
7. The Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators who are appointed in their administrative capacity by the President of the College. It does make recommendations on their rank and promotion and tenure.

2.7 **TENURE**
(see section 2.6)

2.8 SEPARATION

2.8.1 **RESIGNATION**

Resignation with Notice

A faculty member may resign his/her appointment, usually effective at the end of the academic year. The member should give notice in writing of his/her intention to resign as soon as possible, but not later than June 1.

Resignation by Default

Resignation of a faculty member is presumed if the annual letter of appointment is not signed and returned to the Director of Human Resources within the time stipulated in the letter of appointment.

2.8.2 **RETIREMENT OF TENURED FACULTY MEMBERS**

1. A tenured faculty member intending to retire is urged to inform in writing the department chairperson and/or program director, and the Dean of the School of his/her decision to retire at least one year prior to the expected retirement date, so that the department/program can make appropriate plans.
2. A tenured faculty member intending to retire must submit a letter to his/her department chair/program director, and Dean indicating this decision and the effective date of retirement so that the department/program can make appropriate plans.
3. A tenured faculty member considering retirement, or wishing to retire, should consult the Human Resources office regarding social security, as well as TIAA-CREF illustrations of projected income and other benefits under the College's retirement plan at least six months in advance of expected retirement date. (Refer to Retirement, section 2.14.9.)

2.8.3 NON-REAPPOINTMENT OF TENURE-TRACK FACULTY

2.8.3.1 Notice of Non-reappointment of Probationary Tenure-track Faculty

1. As part of the interim review process, the Rank and Tenure Committee may recommend non-reappointment to the **Provost Academic Vice President**, in which case the Rank and Tenure Committee will notify the candidate's Dean and department chairperson/program director of the Rank and Tenure Committee recommendation.
2. The decision not to renew the term appointment of a tenure-track faculty member, before his/her tenure consideration year, is made by the **Provost Academic Vice President** in consultation with the Dean of the candidate's School and with his/her department chairperson/program director.
3. A faculty member who is not reappointed may appeal the decision by the **Provost Academic Vice President** to the Grievance Committee (see section 2.16).

2.8.3.2 Standards of Notice for Probationary Tenure-track Appointments

1. Full-time, tenure-track faculty members in their first academic year of service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or intention to recommend non-reappointment not later than March 1 of that year or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Full-time, tenure-track faculty members in their second year of service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or of the intention to recommend non-reappointment not later than December 15 of that year or, if the appointment terminates during the academic year, at least six months in advance of its termination.
3. Full-time, tenure-track faculty members in their third year or later of academic service must be notified in writing by the **Provost Academic Vice President** of non-reappointment or of intention to recommend non-reappointment no later than June 30 of that year or, if the one-year appointment terminates during an academic year, at least 12 months in advance of the expiration of their appointments.

2.8.4 ISSUANCE OF LETTERS OF APPOINTMENT FOR NON-TENURE-TRACK FACULTY

Appointment as a non-tenure-track faculty member is for a set number of courses and a set term and does not imply any continued employment beyond the date set forward in the letter of appointment. However, in the case of a full-year appointment, the College will indicate no later than December 15 of the current appointment year whether the College anticipates offering a subsequent letter of appointment. This does not apply to appointments for only one semester, quarter, or term, even when those appointments are combined with non-teaching duties at the College. All of these conditions will be reflected in the letter of appointment issued by the College.

2.8.4.1 Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in section 2.8.2.

2.8.5 TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an appointment with continuous tenure or of a probationary or temporary appointment before the end of a specified term, will be by the President (unless otherwise noted below) for adequate cause, as follows:

2.8.5.1 General Financial Exigency

Termination may result because of a general state of financial exigency which threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and ~~the~~ Chief Financial Officer will explain the financial state of the College, and will involve the faculty, including the Faculty Welfare Committee, in a discussion regarding what steps can be taken to avoid the declaration of general financial exigency by the Board of Trustees. Upon designation of a general financial exigency by the Board of Trustees an Ad Hoc Committee on Termination shall be appointed by the chair of the Academic Senate with the advice and consent of the Senate. The Ad Hoc Committee on Termination shall consist of six tenure-track faculty members, one from each School, and the chair of the Academic Senate, who shall serve as a non-voting chair of the committee. The Ad Hoc Committee on Termination shall establish criteria for termination and shall identify those to be terminated. Any faculty member identified as one to be terminated has the right to a review hearing. Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In such circumstances the ~~Provost Academic Vice President~~, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded. If, during a three-year period the position is reopened, the terminated faculty member will have the option of assuming his/her former position.

2.8.5.2 Discontinuance of an Academic Program or Department not Mandated by General Financial Exigency

The decision to discontinue an academic program or a department where there are tenured or tenure-track faculty not covered by a state of financial exigency shall be based on educational considerations. The Educational Policies Board shall examine the evidence presented by the Dean of the School in which the program or department resides and shall recommend action to be taken by the Academic Senate. The program or department may not be discontinued until such a recommendation is approved by the Academic Senate and the ~~Provost Academic Vice President~~ according to established procedures (see section 1.6.1.2). If a tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by another tenured faculty member. Similarly, if a tenure-track, non-tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by a tenure-track or tenured faculty member. If, during a three-year period, the department or program is reopened, the terminated faculty members, in order of their College employment seniority, will have the

option of assuming their former positions during the first year the program or department reopens. A faculty member may request a formal review hearing by an ad hoc faculty committee appointed by the Academic Senate regarding his/her reassignment. In such circumstances the **Provost Academic Vice President**, Chief Financial Officer, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded.

2.8.5.3 Medical Reasons

Termination will be based on clear and convincing medical evidence that the member cannot continue, with or without reasonable accommodation, to fulfill the terms and conditions of appointment. The evidence will be reviewed in confidence by the Rank and Tenure Committee if requested by the faculty member. Severance salary will be offered.

2.8.5.4 Failure to Observe Conditions for Leave of Absence or Sabbatical

If a faculty member fails to observe the conditions mutually agreed upon in writing for a leave of absence or a sabbatical, he/she may be subject to a hearing of the Grievance Committee called at the request of his/her department chair, appropriate Academic Dean, or the **Provost Academic Vice President** to recommend whether there is cause for termination. The party bringing the complaint shall present a written case for termination to the Grievance Committee and the faculty member. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The **Provost Academic Vice President** will render the decision whether to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the **Provost Academic Vice President** will set out his/her reasons. The decision of the **Provost Academic Vice President** may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.8.5.5 Unfitness

Unfitness to perform in a professional capacity will constitute cause for termination. Unfitness includes, but is not limited to, incompetence, dereliction of duty, transgression of academic freedom (section 2.9.1), violation of law directly interfering with the performance of one's faculty responsibilities (e.g., failure to comply with the College's non-discrimination policies), and immoral conduct in the performance of his/her duty. The faculty member's department chair, appropriate Academic Dean, or the **Provost Academic Vice President** will present a case for termination to the Grievance Committee. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The **Provost Academic Vice President** will render his/her decision whether or not to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the **Provost Academic Vice President** will set out his/her reasons. The decision of the **Provost Academic Vice President** may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

If in the judgment of the Administration, there is a likelihood of immediate harm to student(s), other faculty, or the faculty member him/herself, the faculty member may be suspended with pay pending the resolution of the hearing, decision, and appeal process.

2.9 FACULTY RIGHTS AND RESPONSIBILITIES

2.9.1 ACADEMIC FREEDOM AND RESPONSIBILITY

Saint Mary's College's ability to perform its Mission depends on the vigorous and unimpeded exercise of the Faculty's academic freedom. The common good of our Catholic, Lasallian, and Liberal Arts community depends on the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

- a. All Saint Mary's faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.
- b. Faculty are entitled to freedom in the classroom in discussing their subject or area of professional expertise, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or area of expertise. Faculty have a particular obligation to promote conditions of free inquiry, discussion, and expression.
- c. Saint Mary's College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and their institution by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

(This statement is based on principles articulated in the following AAUP documents: "1940 Statement of Principles on Academic Freedom and Tenure," the 1940 and 1970 interpretive comments, the "Statement on Students' Rights and Freedoms," the "Statement on Extramural Utterances," the "Statement on Professors and Political Activity," the "Statement on Professional Ethics, Section II.")

2.9.2 INSTITUTIONAL POLICIES

Nondiscrimination Disclosure

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.

2.9.2.1

Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation
(~~POLICY PROHIBITING AND PROCEDURES FOR REPORTING~~)

Non-Discrimination Policy

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of **discrimination, harassment, exploitation, or intimidation, or harassment, based on a legally protected characteristic or status.** Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability, or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff are responsible for maintaining an environment that is free of sexual harassment and other forms of discrimination, harassment and retaliation as described in this Policy.

Examples of Conduct which may be Sexual Harassment

1. Examples of verbal, physical or visual conduct which may be sexual harassment include, but are not limited to:
 - a. direct propositions of a sexual nature;
 - b. sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
 - c. direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.
 - d. conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
 - i. comments of a sexual nature, including sexually explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, such as screen savers, which are sexually explicit);
 - ii. unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - iii. remarks of a sexual nature about a person's clothing or body;
 - iv. insulting sounds or gestures, whistles, or catcalls;
 - v. invading someone's personal space or blocking her/his path;
 - vi. unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;
 - vii. **displaying sexually suggestive objects, pictures, cartoons or posters (e.g. screen savers).**
 - e. a consensual romantic or sexual relationship which
 - i. causes adverse treatment of third parties, or

- ii. creates a hostile or intimidating working or learning environment for third parties;
 - f. stalking (which is also criminal behavior).
 - g. sexual assault (which is also criminal behavior).
2. Some conduct that may appear to be consensual may also be unacceptable.
 3. **Sex/gender-based discrimination**, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender **or gender-based characteristics**, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class) may be a form of sex discrimination prohibited by law. While **sex/gender-based discrimination** may be distinguished from sexual harassment, acts of **sex/gender-based discrimination** may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of **sex/gender-based discrimination**.
 4. Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may also involve a female harassing a male, or an individual harassing a person of the same gender.

NOTE: Nothing in this Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. However, faculty members may not interject into the academic setting sexual material that is unrelated to any legitimate educational objective or allow the educational setting to be so sexually charged that Saint Mary's students are prevented from effectively participating in the academic environment.

2.9.2.1.1

Retaliation and/or Violation of Interim Protections

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of ~~any alleged~~ **discrimination, harassment (including sexual or sexual assault) or of any other violations of the Student Code or other College policies, including but not limited to the Student Code of Conduct**, are prohibited. This **prohibition** includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint **under this policy, or those who assist a student or employee in bringing a complaint**, or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Code **or other College policy**.

Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to the **Associate Dean of Student Life** ~~Director of Student Conduct~~ (when the individual alleged to have engaged in retaliation is a student **or student visitor**) or to the Director of Human Resources (when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests)). **The reporting procedures described below also apply to allegations of retaliation. Interim protections mean steps the College takes to reasonably protect employees and**

students during an investigation and/or student discipline process. ~~Reports of such conduct will be investigated as described above.~~

2.9.2.1.2 Reporting Procedures and Resources for Addressing Complaints of Discrimination, Harassment (including Sexual) and Retaliation

Saint Mary's has in place internal procedures to investigate and address complaints of discrimination, harassment (including sexual), and retaliation as described in this Policy. These procedures are intended to assure fairness and to maintain confidentiality in the process of responding to complaints.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics above and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, or non-student guests) should be reported promptly to the Director of Human Resources, who is responsible for overseeing Saint Mary's compliance with this Policy and who will determine the appropriate next step for investigation and resolution. All members of the Saint Mary's community shall cooperate fully with the Director of Human Resources in the fulfillment of her/his responsibilities.

Complaints of discrimination and harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation involving students or student visitors should be reported promptly to the **Associate Dean of Student Life** ~~Director of Student Conduct~~ who will initiate the appropriate student discipline process to address those complaints.

Individuals who believe they have experienced discrimination, harassment and/or retaliation are also free to contact the Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.

2.9.2.1.3 Non-Discrimination Seminars

Saint Mary's offers its employees during each academic year several opportunities to attend seminars regarding discrimination (which will also include an update on legal developments in the area of sexual harassment). **Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. Except as described below, all employees must attend one such on-campus seminar in this area per academic year (defined as July 1 to June 30). Lecturers and adjunct faculty who have difficulty attending on-campus seminars due to either geographic distance from Moraga and/or evening teaching schedules during the academic year, as well as staff who work only at off-campus locations (excluding the Rheem campus), may comply with this requirement by completing an on-line sexual harassment seminar offered by the College once every two academic years. Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.** ~~and faculty attendance at one such campus seminar in this area per academic year is required. (See the Student Handbook for information regarding educational programs about appropriate sexual conduct offered annually to students.)~~

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual

harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a non-ranked faculty member (e.g., adjunct, lecturer) to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked faculty member from being considered for or offered another faculty appointment at the College.

2.9.2.1.4 Sanctions

Employees who engage in conduct in violation of this policy are acting outside the scope of their employment responsibilities and, in addition to discipline up to and including termination of their employment, may be subject to individual legal liability and damages for their actions. **[NOTE: this section was moved and numbered but content was not altered.]**

2.9.2.23 Amorous Relationships Policy

Definition of Amorous Relationships

Amorous relationships are those romantic or sexual relationships to which both parties appear to have freely consented. When such a relationship involves a power differential between two members of the College community, it is of concern to the College, and such relationships should be avoided due to:

1. The potential conflict of interest that arises when an individual supervises, evaluates, coordinates, directs, advises, hires, terminates, instructs, promotes, or grants pay raises or other benefits to another person, or provides professional services (e.g., counseling) to another individual with whom that person has an amorous relationship.
2. The potential for unintended consequences that results because these types of relationships may develop or exist solely as a result of the power differential, which may or may not involve sexual harassment as proscribed by the College's ~~Sexual Harassment~~ Policy **prohibiting sexual harassment** (section 2.9.2.1).

2.9.2.2.1 Policy

The College discourages amorous relationships where there is a power differential between the parties or where the potential exists for such a power differential in the foreseeable future. Three examples of relationships involving power differentials are:

1. that between teacher and student (including, e.g., those involved in formal instruction, advising and tutoring);
2. that between employee and supervisor;
3. that between the provider and recipient of educationally-related College or College-related services (including those involved in counseling, student services such as registration and financial aid, and athletic coaching).

This list is not all-inclusive.

Of special concern to the College are amorous relationships initiated between a faculty member and a student while the former is instructing, advising or mentoring the latter. Such circumstances pose extraordinary risks of compromising or appearing to compromise the College's central mission and of breaching the faculty's commitment to the welfare of its students. Hence, the College expects faculty members to refrain from initiating or participating in such a relationship.

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2.9.2.2.2 Procedures

If an amorous relationship exists or develops between individuals having a power differential within the College, the person with greater power shall report it to an appropriate supervisor or to the Director of Human Resources. The supervisor or the Director shall make suitable arrangements:

1. to ensure the objective evaluation of that person's performance; and,
2. to protect affected individuals and the integrity of the College's functioning.

Confidentiality is to be maintained in this process.

2.9.2.2.3 Other ~~Administrative and Financial~~ Considerations

1. **Employees engaged in conduct of the type described in this policy may also violate the College's policy prohibiting sexual harassment.** ~~Faculty or staff engaged in conduct of the type described in this policy are subject to the Sexual Harassment Policy and procedures of the College.~~
2. In addition, all teachers, supervisors, and other employees should understand that there are substantial risks even in consenting amorous relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. A teacher's or supervisor's protection under applicable law and representation by counsel retained by the College at the College's expense may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to establish where a power differential exists. Even relationships in which there is not direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.

2.9.2.2.4 Sanctions

Sanctions for violations of the College's Amorous Relationship Policy are the same as those for violations of the College's Non-Discrimination (Sexual Harassment) and Retaliation Policies.

2.9.2.32 Family Educational Rights and Privacy Act of 1974: Compliance

The Family Educational Rights and Privacy Act of 1974 grants all students 18 years or older significant rights of access to their educational records. This Act also protects the privacy of these records and requires the College to inform all students of the rights and safeguards given in the Act. Students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar, which is authorized to review each request and to approve requests that are proper. Faculty members do not have the right to release grades or other educational records to anyone other than appropriate College officials who have a legitimate educational interest in the information (e.g., an advisor, Dean, etc.); they may not give grades to parents or guardians if the student is a legal adult (18 years or older) without the student's prior written consent. The Act does not give any student the right to contest a grade given in a course, but the Act does give the student the right to seek to correct an improperly recorded grade.

2.9.2.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each Security Report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, college resources, and other matters. The Security Report is publicly available electronically or hard copy in the following ways: electronically: <http://www.stmarys-ca.edu/about/safety/02report.pdf>; in person: Department of Public Safety, Administrative Office, Siena Hall; or by or by Mail or Telephone Request: Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111 (925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders, which information may be obtained from the Sheriff's office located at 500 Court Street, Martinez, Monday-Friday, 9 am to 4 pm.

Whistleblower Policy: Fraudulent or Dishonest Conduct

Saint Mary's College of California, reflecting its Lasallian and Catholic values, expects that its employees and students will act in a manner that is consistent with those values in their use of College resources and property. To protect the integrity of Saint Mary's learning community and to ensure the highest standards of conduct by and among members of that community, the College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. All members of the College community are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report his or her concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school. Students should report any concerns to the Director of Student Conduct. Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the Director, Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Student Life) are required to report such conduct to the Vice Provost for Student Life.

Definitions

Whistleblower: An employee or student who informs one or more of the individuals identified in the policy statement above about an activity that the employee or student believes to be fraudulent or dishonest.

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to the appropriate College disciplinary action and/or legal claims by the individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the College community;
- misappropriation or misuse of College resources, such as funds, supplies, or other assets or property;
- authorizing or receiving compensation for goods not received or services not performed;
- authorizing or receiving compensation for hours not worked.

2.9.2.5.1

Whistleblower Protections:

- The College will use best efforts to protect whistleblowers against retaliation, as described below. The College cannot guarantee confidentiality, however, and there is no such thing as an “unofficial,” “informal,” or “off the record” report. The party to whom such conduct is reported, will keep the whistleblower’s identity confidential, unless:
 1. the whistleblower(s) agrees to be identified;
 2. identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report;
 3. identification is required by law; or,
 4. the individual accused of violations of this policy is entitled to the information as a matter of procedural and/or legal right in disciplinary actions.
- College employees and students may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages, or the access to educational benefits).
- Whistleblowers who believe they have been retaliated against may file a written complaint with the Director of Human Resources, if an employee is involved, or with the Dean of Student Development, if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in this policy).

2.10

FACULTY DEVELOPMENT

2.10.1

SABBATICAL LEAVE

2.10.1.3

Review

Sabbatical awards are made to faculty upon the formal recommendation of the chair and the vice chair of the Educational Policies Board (EPB), representing the views of the Undergraduate Policies and the Graduate Policies Committees, with the approval of the **Provost** ~~Academic Vice President~~ and the President. Full-time, tenured faculty submit their applications to the chair of the EPB. The chair of the EPB is responsible for collecting cost estimates for each proposal from the appropriate Dean (who will have consulted with the appropriate department chair or program director), and forwarding them to the **Provost** ~~Academic Vice President~~. Sabbatical leaves carry 4/7ths salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

All proposals for sabbatical leave must be submitted to the chair of the EPB, and must contain specific information on the applicant's eligibility pursuant to the preceding criteria in section 2.10.1.2. The application must clearly define a) how the sabbatical will be spent; b) how it will promote the professional growth of the applicant; c) how it will benefit the College; d) how it will contribute to the applicant's discipline; and e), whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc. All proposals will include a current curriculum vitae. Faculty who are applying for a sabbatical which will occur in the year in which they will be considered for promotion should make timely arrangements for student Rank and Tenure evaluations, for incomplete files may delay the consideration of their promotion case by the Rank and Tenure Committee.

Although each application will be reviewed on its individual merits, the number granted in any year will be subject to available financial resources. Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a request for sabbatical leave is the extent to which it is expected to enhance the professional development of the faculty member. The expected degree to which the results of the sabbatical leave will contribute to the life of the College and the applicant's discipline will also be considered.

2.10.1.4

Sabbatical Protocols and Timeline for Consideration

1. Prior to making an application for sabbatical, applicants will consult with the Dean of **Mission and Faculty** ~~for Academic Development~~ to assess their eligibility for sabbatical leave.
2. Upon verification of eligibility, applicants will submit their proposal to the chair of the EPB, and to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence, together with an estimate of the expected costs. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the **Provost Academic Vice President**.)
3. The Dean will review the explanation of staffing arrangements and cost estimates, amend them if necessary, and confirm the estimate by countersigning it. In the event of multiple requests from any one department/program, the Dean must approve their timing. The Dean will forward each replacement cost estimate to the chair of the EPB, on or before September 15 of the year preceding the academic year of the proposed leave.
4. The chair of EPB will assure that cost estimates related to particular sabbatical proposals are forwarded in each case to the **Provost Academic Vice President**, but they are not distributed to EPB members nor considered by the special review subcommittee or the EPB in the deliberations concerning the merit of proposals.
5. After the deadline for applications has passed, the members of the Undergraduate Policies and Graduate Policies Committees meet jointly to review and evaluate all proposals submitted and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual subcommittee members will then be tallied and an overall ranking of each proposal

arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Executive Council of the EPB will resolve the contended rankings. When the Committee is in agreement on the rankings of all proposals, or the disagreement has been resolved by the Executive Council, the proposals will be sent forward to the ~~Provost Academic Vice President~~ by the Chair and the Vice Chair of the EPB.

If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the subcommittee will forward these qualified proposals to the ~~Provost Academic Vice President~~ without rankings. If the total number of qualified proposals is greater than the number currently approved, the subcommittee will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the ~~Provost Academic Vice President~~ as "not recommended".

6. The ~~Provost Academic Vice President~~ will review those sabbatical proposals deemed qualified by the Chair and Vice Chair of the EPB. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the ~~Provost Academic Vice President~~ identifies problems pertaining to the overall quality of the proposals advanced by the Chair and Vice Chair of the EPB, the ~~Provost Academic Vice President~~ will consult with the Chair and Vice Chair. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.

Upon completing the review of the proposals, the ~~Provost Academic Vice President~~ will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the ~~Provost Academic Vice President~~, Academic Dean, Department Chair or Program Director and the Chair and Vice Chair of the EPB.

7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the ~~Provost Academic Vice President~~ within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the ~~Dean of Mission and Director of~~ Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.
8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, should come from the chair of the appropriate committee of the EPB.
9. If a sabbatical leave is recommended by the Chair and Vice Chair of the EPB but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during that year in which he/she

might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.

2.10.2 FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund provides awards to individual undergraduate and graduate faculty for activities related to scholarly professional development, e.g., scholarly research, participation in scholarly conferences or workshops, and attendance at conferences, courses, or workshops directly related to the improvement of teaching or development of new courses. All ranked faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty (see section 2.2.5.2) in financing their faculty development activities so as to optimize their ability to compete in a national search.

The Faculty Development Fund Committee, whose members are the Dean **of Mission and Faculty** for Academic Development (chairperson), ~~the Director for Faculty Development and Scholarship~~, and faculty representatives from each School, meets monthly (September through May) to consider applications for awards. Faculty should apply as early as possible prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the **Office of Academic Affairs** ~~office~~ and can be printed off the Faculty Development webpage (under Academics/Faculty).

2.10.3 OFFICE OF FACULTY DEVELOPMENT AND SCHOLARSHIP

The Faculty Development and Scholarship office provides professional development opportunities and support services to all Saint Mary's College faculty members as teachers and scholars, consistent with the mission of the College. In order to promote excellence in teaching, student learning, and scholarship, the program is carried out in a variety of ways, most typically through workshops on topics of teaching and learning, seminar-style reading/discussion groups, distribution of printed materials, dissemination of information about grants and fellowships and through individual consultation. The **Dean of Mission and Faculty Development** ~~Director for Faculty Development and Scholarship~~ provides leadership, acting as facilitator and "coach," in assisting individual faculty members to take full advantage of professional growth opportunities. **Other functions of this office include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. This office also assists in promoting** ~~The Director also administers a scholarship program which supports Saint Mary's students, including those of color, who aspire to become college professors, and has additional responsibility to promote competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).~~

2.11 FACULTY WORKLOAD

2.11.1 WORKLOAD FOR RANKED FACULTY

In accepting a letter of intent or contract, each ranked faculty member agrees to the following rules regarding workload:

1. To devote their full-time and best efforts during the periods of their appointments to performing the specified duties in their letters of appointment and to carrying out other duties assigned to them in accordance with the applicable provisions of the *Faculty Handbook*.
2. Not to accept or engage in any other employment or activity, whether paid or unpaid, which in the judgment of the President in consultation with the Dean of the faculty member's School might interfere with the performance of such duties, without the prior written authorization of the President. All such authorizations are required for each term of appointment in which they are sought, and will be granted on an annual basis only. A copy of any such authorization must be forwarded to the Office of Academic Affairs. Faculty may engage in teaching, consulting or other paid activities outside the College without the prior written authorization of the President as long as such activities do not exceed the equivalent of one eight (8) hour day each week while teaching.
3. Faculty who are engaged in compensated consultancies or other paid activities outside the College that exceed the equivalent of one school day each week while teaching should secure the prior written approval of the Dean of the School. Such approval is subject to annual review for continued approval. A copy of any approval will be forwarded to the Office of Academic Affairs.
4. The full-time teaching load for ranked faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually."
5. Ranked faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the College.
6. Ranked faculty will post and hold a reasonable number of office hours to accommodate the schedules of students and advisees. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.
7. Ranked faculty are expected to attend departmental and committee meetings, general Academic Senate meetings, Commencement, and other special convocations.
8. Ranked faculty are also expected to assume various other duties related to their role as faculty. Such duties may include student advising, supervision of independent studies, service on School and College committees, instruction substitution for faculty colleagues, participation in student recruiting events, etc. If a faculty member, chair, or Dean perceives that the number of such duties in the aggregate is unreasonable, they should discuss this matter with the appropriate party to determine if an adjustment in the person's workload is warranted. In the case of instruction substitutions in excess of one week, following review and approval of the appropriate Dean and the **Provost**

~~Academic Vice President~~, substituting faculty will be compensated at a rate to be determined in prior consultation with the Human Resources office.

2.12 WORKPLACE CONDITIONS

2.12.3 OBSERVANCE OF CAMPUS REGULATIONS

Faculty members are urged to discourage infractions of campus regulations by students and visitors. Violators should be informed or reminded that they are breaking College rules. Instructors are referred to the Saint Mary's College *Student Handbook* for information concerning College regulations, their mode of enforcement, and the manner in which penalties are imposed. Serious student infractions should be reported to the Vice **Provost for President of Student Life. Affairs**. Problems with visitors are reported to the Director of Public Safety.

2.12.7 LACTATION ACCOMMODATION

The College will make reasonable efforts to provide an opportunity and a private place (other than a restroom) that is close to the faculty member's office and/or classroom to pump breast milk. The opportunity to invoke this accommodation must, if possible, run concurrently with any non-class time opportunity already available to the faculty member while on the Moraga campus or at an off site classroom and/or office location used by the faculty member in connection with the performance of her professional obligations to the College. When no private place is available close to the faculty member's office or classroom, she may pump milk in her office or classroom, so long as she can do so with privacy.

2.13 LEAVES

2.13.2 LEAVES WITHOUT PAY

Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a leave of absence with the approval of the department chairperson, by recommendation of the Dean of the School and the **Provost Academic Vice President** to the President. Normally, a leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a leave of absence; however, the faculty member may continue any or all of these coverages during any leave that is not covered by the Family and Medical Leave Act of 1993, normally on the condition that he/she pays the entire premium. One academic year or less of scholarly leave of absence may normally be counted as part of the probationary period. A faculty member on leave must notify the Dean of the School or the **Provost Academic Vice President** by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

2.13.2.1

Family and Medical Leave Act of 1993/California Family Rights Act

The Family and Medical Leave Act of 1993 and the California Family Rights Act entitle a faculty member who has been employed at least one full calendar year and has worked 1,250 hours during the preceding 12 months to take up to 12 weeks unpaid leave with the right to return to the same or comparable position. Leaves will be granted to accommodate the needs of a faculty member due to the birth, adoption, or foster care placement of a child within 12 months of the child's birth or placement; to care for a spouse, dependent child or parent with a serious health condition; or because of a serious health condition of the faculty member. Serious health condition is defined as a condition requiring hospitalization, the ongoing care of a licensed treatment provider, or the absence of three days or more and the care of a licensed treatment provider. During this time, the faculty member can be required to use his/her unused sick leave and the College will continue its contribution to the faculty member's health insurance premium. Medical or pregnancy leaves generally include the right to return to the same or comparable position.

Procedure for Granting Leave: Eligible faculty members must apply for leave by completing the "Request for Leave" form and, in the event of a serious illness of the faculty member or immediate family member, the "Certification of Health Care Provider" form at least thirty (3) days prior to the leave or as soon as foreseeable. Both forms are available in Human Resources.

Upon approval of a leave the College will confirm the date of the faculty member's return. Any request for an extension of an approved leave must be submitted in writing to Human Resources at least one (1) week prior to the expiration of the current leave with a copy going to the Provost. Failure to return on the agreed date will be considered a voluntary resignation of the faculty member's appointment and, where applicable, tenure.

A written verification of the faculty member's ability to resume normal duties is required from the health care provider prior to the employee's return. Any accommodations or restrictions upon return from leave must be detailed and in writing.

2.13.2.2

Personal Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a **personal** leave of absence with the consent of the department chairperson, recommendation of the Dean of the School and approval of the Provost and the President. A **personal** leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Benefits such as medical, dental, vision, life and long-term disability are not due during a **personal** leave of absence; however, the faculty member may continue any or all of these benefits during any **such** leave that is not covered by the Family and Medical Leave Act of 1993, on the condition that he/she pays the entire premium. [Scholarly leave language moved to 2.13.1.5 with "normally" deleted.] A faculty member on a **personal leave of absence** must notify the Dean of the School **and** the Provost by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

[Note: 2.13.2.2 and 2.13.2.3 below replace the second paragraph of 2.2.4 in the 2003 Handbook concerning temporary reduced services.]

2.13.2.3 Scholarly Leave of Absence

Tenure and tenure-track faculty shall be eligible to apply for a one-term Scholarly Leave of Absence, **not to exceed one semester every four years**, to pursue a scholarly or creative project, **as recommended by the Dean and approved by the President**. **One academic year or less of scholarly leave of absence may be counted as part of the probationary period**. In addition, **tenured faculty, while on a scholarly leave, retain faculty status and privilege, including eligibility for sabbatical leave**. Faculty on Scholarly Leave shall receive a pro-rata salary **as well as pro-rata life and long-term disability benefits but shall retain full medical, dental, and vision benefits**. Applications for Scholarly Leave must normally be made to the Chair of the faculty member's department no later than the end of the first week of the academic term (i.e. long semester or quarter, as applicable) before that in which the leave is to be taken. Requests for Scholarly Leave **may be granted** by the President **who shall consider the following factors**: 1) the faculty member has presented a clear and substantive plan for the use of the leave which has been found meritorious by the Dean of the applicant's school **and by the Provost**. 2) the faculty member's absence will not unduly harm the ability of the home Department to offer its curriculum, the judgment to be made by the Dean of the applicant's school in consultation with the Chair of the faculty member's department. 3) **without the prior written approval of the President**, the faculty member **will not** accept new income, **related or unrelated**, to completion of the scholarly or creative project. 4) **the faculty member must return to full time status (7/7) for at least one year after the expiration of the leave, or the faculty member must reimburse the College's cost of the medical, dental and vision benefits received during the leave**.

2.14.10 TUITION REMISSION AND EXCHANGE PROGRAMS

2.14.10.1 TUITION REMISSION PROGRAM

[Text unchanged but renumbered.]

2.14.10.2 TUITION EXCHANGE PROGRAM

The Tuition Exchange Program provides a national scholarship exchange program for dependents of eligible employees with over 500 participating institutions throughout the United States and the United Kingdom. Approximately 3,000 students receive scholarships annually.

Colleges and Universities participating in this program have agreed to waive tuition for eligible dependents from other member institutions. The primary obligation of a member institution is to maintain a balance between "exports" (students applying for admission to a partner institution) and "imports" (students applying to Saint Mary's).

All students must seek admission to the partner institution and meet any applicable admission requirements.

Eligible Employees: All full-time faculty, currently teaching six (6) or more courses per academic year and staff, working 30 or more hours per week, 12 months per year, who have completed one (1) year of employment.

Eligible Dependents: Sons and daughters of eligible employees who are considered by the Internal Revenue Service to be legal dependents, and who have enrolled in or have applied to member institutions prior to attaining age 25. Verification of dependent status is required. Participation in this program is in lieu of eligibility for enrollment at Saint Mary's College.

Scholarship: Two (2) exports are allowed per academic year for a total of eight (8) exports after an initial four-year phase-in period. This total amount of export scholarships may be decreased if there are not enough offsetting import scholarships.

A tuition waiver for up to four (4) years of full-time undergraduate degree study provided the student maintains continuing eligibility. Room, board and fees are normally NOT included in the scholarships offered by the host institution. Those institutions with very high tuition rates are allowed to award less than full tuition. Most institutions will reduce their scholarship by the amount of other grants available to the students.

Excluded from scholarship are part-time study, graduate study, study in a non-degree program and study for a second undergraduate degree.

Application: Application for the Tuition Exchange Program does not guarantee acceptance to a member institution or insure a scholarship. By October 1st of each academic year the College will be able to determine the number of Tuition Exchange Scholarships available based on the current number of imports and exports and the continuing eligibility of dependents enrolled the previous year. Applicants must complete the "Application for Tuition Exchange Scholarship" form and return it to Human Resources not later than October 31st.

Human Resources will verify and determine eligibility and inform the employee/parent of the dependents' priority by November 15, based on the following procedure:

- If the number of applicants is equal to or less than the number of scholarships (normally two per academic year) all applicants will be given the opportunity to apply to a partner institution. If the number of applicants exceeds the allowed number of exports, applicants will be selected as follows:
 1. First priority will be given to the student applicant whose employee/parent has the longest continuous full-time employment at Saint Mary's College. If the number of applicants exceeds the number of scholarships, half of the scholarships will be assigned to the faculty pool, i.e. the pool of applicants with a faculty parent, and half to the staff pool. Each pool will be ranked by years of continuous full-time service by the parent. If there are an odd number of scholarships, the remaining one shall be allocated by ranking all applicants in the same manner.)
 2. Within each pool, the top-ranked applicants will be selected to apply to other consortium schools, while alternates will be determined by order of ranking. If no member of one pool desires to pursue an application for a scholarship assigned to it, that scholarship shall then be reassigned to the other pool.

3. If more than one employee/parent within a pool has the same continuous years of full-time service, ranking will be based on the date of submission of the application to Human Resources or, in the event of a tie, a drawing.

Applicants who are not selected will be placed on a list as alternates in priority order based on the sequencing described above. Alternates who are not selected but choose to enroll in a partner institution on their own may reapply for Tuition Exchange the next academic year. In the event that a recipient fails to earn admission to a partner institution, chooses to enroll in a non-tuition exchange institution or otherwise forfeits the right to receive the scholarship (i.e. resignation of parent, ineligible dependent status, etc.) alternates will be selected in the priority order listed above.

Awardees must inform Human Resources no later than April 15th that they have been accepted and have enrolled in a host institution. Scholarship winners who fail to meet this requirement will forfeit their awards to an alternate on the waiting list. Awardees who decide not to use their scholarship must notify Human Resources at the earliest possible time so that alternates can be notified.

Continued Eligibility: Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification. Accordingly each recipient MUST:

- Submit a transcript of their academic records to Human Resources within one month of the end of their academic year, AND
- Complete a “Scholarship Renewal” form and submit it to Human Resources no later than August 1st.

Human Resources will verify and notify the employee/parent of the dependents’ continuing eligibility. Human Resources and the host institution must be notified immediately if the awardee takes a leave of absence or otherwise interrupts enrollment.

2.15 FACULTY SALARY POLICY

Saint Mary’s College values highly the contributions of its faculty in pursuing excellence in Lasallian, Catholic and liberal education. The College recognizes that it must attract and retain outstanding faculty who are committed to the College’s mission and to their own person and professional growth. Thus, the College is committed to paying competitive salaries according to the following guidelines:

Salary Goals

1. The average of salaries by rank should minimally be the average salaries by rank of Pacific States IIA institutions, as defined and published yearly in Academe, The Chronicle of Higher Education, and on Web sites. The College should strive to reach this goal within three years of the adoption of this policy.

2. To maintain competitive salaries, the budget process should also consider a smaller cohort of comparable institutions: the other schools in the WCC and Manhattan College. Many of these institutions have professional schools, which pay significantly higher salaries, particularly in the ranks of associate and full professor. In light of this, the College should aim for the median of the assistant professor salary scale at Saint Mary's to be at the median of assistant rank average salaries at these cohort institutions, as available yearly in the sources noted above.
3. The College should aim for a salary structure that is equitable across ranks, with particular attention given to the competitiveness at the assistant professor level. The salary structure should have a range of salaries, from assistant through full professor, consistent with the Pacific States IIA. Details of the implementation protocols are available from the College's Human Resources office.

Procedures for Implementation and Administration

Available in the Offices of the Provost, Human Resources, the Vice President for Finance, and the Academic Senate.

2.15.1

SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

Full-time Faculty Salary Scale

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the ~~Provost Academic Vice President~~ **Provost Academic Vice President** in consultation with the Dean of the School and chairperson of the department, as appropriate. Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Director of Human Resources. Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary's College. Advancement is made with the commencement of the contract period or February 1.

Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty [see

2.11.2 (2.)] at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale.

**SAINT MARY'S COLLEGE
FULL-TIME FACULTY SALARY SCALE
2004-2005**

Step	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	42,530 44,673	44,980 47,247	46,474 48,816	49,151 51,628	56,031 58,855	59,259 62,245	71,445 75,767
2	43,806 46,014	46,329 48,664	47,868 50,280	50,625 53,177	57,712 60,620	61,036 64,113	73,558 78,040
3	45,120 47,394	47,719 50,124	49,304 51,789	52,144 54,772	59,443 62,439	62,867 66,036	75,796 80,380
4			50,783 53,342	53,709 56,415	61,226 64,312	64,753 68,017	78,070 82,793
5			52,306 54,943	55,320 58,108	63,063 66,241	66,696 70,058	80,412 85,277
6			53,876 56,591	56,979 59,851	64,955 68,229	68,697 72,159	82,824 87,835
7							85,309 90,470
PRE 1989							87,442 92,732

2.15.2 FOR LECTURER POLICY AND SCALE, SEE DEAN OF APPROPRIATE SCHOOL OR OFFICE OF HUMAN RESOURCES.

2.16 GRIEVANCE

2.16.1 INTRODUCTION

1. The grievance procedure provides an individual with faculty status a procedure by which to have his/her grievance heard in a fair, predictable manner which permits the participation of his/her colleagues. The goal of the procedure is to effect the timely and equitable settlement of the grievance.
2. The grievance procedure is used to settle disputes between faculty members and other faculty members or between faculty members and academic administrators. The following are grievable issues:
 - a. alleged inadequate consideration and/or alleged violations of academic freedom by the Rank and Tenure Committee, the **Provost** ~~Academic Vice President~~, or the

President in tenure and promotion recommendations and/or decisions (see section 2.16.3);

- b. alleged inadequate consideration and/or alleged violations of academic freedom in reappointment recommendations and/or decisions not involving the Rank and Tenure Committee (see section 2.16.4);
- c. all other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (see section 2.16.4);
- d. alleged violations of equal employment opportunity policies. (Cases of alleged harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability are dealt with under section 2.16.5.)

2.16.2

PROCEDURES THAT APPLY TO ALL GRIEVANCES

1. Grievances must be initiated in writing within twenty (20) school days of the alleged offense. For a definition of "school days" see section 2.16.2.97.
 - a. Grievances where neither the **Provost Academic Vice President** nor the President is a party in the grievance are initiated in the Office of the **Provost Academic Vice President**.
 - b. Grievances where the **Provost Academic Vice President** is a party in the grievance are initiated in the Office of the President.
 - c. Grievances where the President is a party in the grievance are initiated in the Office of the President.
 - d. Grievances involving equal employment opportunity and/or the College's non-discrimination policies are initiated with the Director of Human Resources, who also serves as the College's Equal Employment Opportunity Compliance Committee chairperson (see section 2.16.5). Complaints involving allegations of sexual harassment are reported to and investigated by the Director of Human Resources (see section 2.9.2.1.)
2. The **Provost Academic Vice President** or the President can designate another individual to receive grievances or to act in his/her place in discharging any responsibilities assigned to either of these parties under these procedures.
3. The faculty member initiating the grievance is responsible for presenting a clear, coherent, well-documented, well-argued case to the Committee. The Committee does not formulate the case for the grieving faculty member.
4. When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which he/she is grieving.

5. Whenever a faculty member is participating in the grievance process he/she may be accompanied or represented by one of his/her colleagues who serves without prejudice or fear of reprisal.
6. When required, written notification must be received by the school day indicated in the grievance procedure. Notification will be made by certified mail. All parties are responsible for providing accurate information to either the President or the **Provost** ~~Academic Vice President~~ as to how they may be reached.
7. When deadlines are identified in the grievance procedure, the parties have until 3:00pm on the designated school day to complete the required activity.
8. If all parties to the grievance believe their time could be profitably extended beyond a time limit outlined in the grievance procedure, they can agree to an extension by defining it in writing before the original time limit elapses. Extension should be for no more than double the original time allocated for the activity, unless extraordinary circumstances occur such as prolonged illness or sabbatical leave.
9. All references to "school days" in the grievance procedures refer to days on which regular undergraduate scholastic year classes are scheduled (including the week of final examinations), according to the official academic calendar published in the College *Catalog*. This definition of "school days" applies to all faculty members regardless of the program in which they teach. In particular, undergraduate vacation days and the undergraduate summer vacation period do not count as school days even though faculty in some programs (e.g., graduate business, extended education, etc.) teach during these times.
10. A grievance will be considered beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance or the last step has been fully implemented.
11. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this procedure.
12. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.
13. Fourteen faculty members are elected to the Grievance Committee. For those steps in these procedures that require the Grievance Committee, each party to the case can challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are preemptory and without personal or professional prejudice. All five members of the Grievance committee must be present at deliberation meetings, and all five must vote. No abstentions are allowed. See section 1.7.4.1 for a full description of how the Grievance Committee is constituted. In addition, in an academic year in which the number of concurrent grievances exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage.

14. A Grievance Committee member may serve on a maximum of two concurrent grievances.
15. At the conclusion of grievances involving the Rank and Tenure Committee, the chair of the Grievance Committee will meet with the chair of the Rank and Tenure Committee to discuss, without violating the confidentiality of the grievance process or the privacy of the individual(s) involved, the ways in which such a grievance might be avoided in the future.

2.16.3

GRIEVANCES ARISING FROM ALLEGED INADEQUATE CONSIDERATION AND/OR ALLEGED VIOLATIONS OF ACADEMIC FREEDOM BY THE RANK AND TENURE COMMITTEE, THE **PROVOST ACADEMIC VICE PRESIDENT**, OR THE PRESIDENT IN TENURE AND PROMOTION RECOMMENDATIONS AND/OR DECISIONS

1. Grievances in which the **Provost Academic Vice President** and/or the Rank and Tenure Committee arrived at a negative recommendation and where the President renders a negative decision are considered under section 2.16.3.1.
2. Grievances in which both the **Provost Academic Vice President** and the Rank and Tenure Committee arrived at positive recommendations but in which the President renders a negative decision are considered under section 2.16.3.2.
3. Grievances in which a faculty member is not reappointed and where the non-reappointment does not involve the Rank and Tenure Committee are considered under section 2.16.4.

2.16.3.1

Grievances in cases of a negative rank and tenure decision by the Rank and Tenure Committee and/or the **Provost Academic Vice President** and where the President renders a negative decision

See Figure 1 for a time line of this section.

1. If the President renders a negative decision in agreement with a negative decision by the Rank and Tenure Committee and/or the **Provost Academic Vice President**, the faculty member may grieve the decision.
2. A written petition alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification. Within five (5) school days the President will forward the petition to the **Provost Academic Vice President** and to the chairperson of the Academic Senate who will refer it to the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 25 school days

Step I Informal Discussion

There is no informal step in this procedure. Informal consultation with the **Provost** ~~Academic Vice President~~ takes place before the recommendations of the Rank and Tenure Committee and the **Provost** ~~Academic Vice President~~ are forwarded to the President for his consideration. The filing of a grievance in cases of inadequate consideration and/or a violation of academic freedom in promotion and/or tenure decisions is immediately referred to the Grievance Committee.

Step II Grievance Committee Procedure

1. The chairperson of the Academic Senate will ensure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee will determine whether the recommendation of the Rank and Tenure Committee and/or the **Provost** ~~Academic Vice President~~ may have been the result of inadequate consideration of the case in terms of the rank and tenure standards of the College and/or a violation of academic freedom. The Grievance Committee should not judge the merits of the case. Rather, the Committee should decide whether on its face, a case for reconsideration by the Rank and Tenure Committee or the **Provost** ~~Academic Vice President~~ has been made by the grievant.
3. The members of the Grievance Committee who are considering the case will have access to the confidential material which is available to members of the Rank and Tenure Committee and the **Provost** ~~Academic Vice President~~ for the case being grieved. They shall also have access to those portions of the minutes of the meeting(s) in which the grievant's case was discussed. At the sole discretion of the Grievance Committee, should the members find some information ambiguous or contradictory, the Committee may write to the individual(s) and solicit written responses(s) from the individual(s) who has information concerning the case for the purpose of clarification of ambiguous or contradictory information. The Grievance Committee is bound by the same confidentiality that binds the Rank and Tenure Committee.
4. The Grievance Committee shall consider only whether the information available to the Rank and Tenure Committee was adequate to support its decision and whether it was viewed only in the light of relevant standards.
5. The Grievance Committee will provide a written decision within thirty (30) school days from the constitution of the Committee. Copies will be provided to the faculty member, the Rank and Tenure Committee, the **Provost** ~~Academic Vice President~~, and the President of the College. If the Grievance Committee believes that the faculty member has no valid grievance, this shall be the final step in the faculty member's grievance.
6. If the Grievance Committee believes that the faculty member has a plausible case for reconsideration, it will direct the Rank and Tenure Committee (sitting at the time of the direction) and/or the **Provost** ~~Academic Vice President~~ to reconsider. The Grievance

Committee will indicate in what respects it believes the consideration may not have been adequate. If the Grievance Committee finds that information in a specific area was unavailable, insufficient, or inaccurate, it will direct that such information be supplied or corrected through the Office of ~~the Academic Affairs Vice President~~ and be submitted to the Rank and Tenure Committee for its reconsideration of the case.

7. The records of the Grievance Committee will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.

Maximum time line since grievance occurred: 65 school days

8. If so directed, the Rank and Tenure Committee, and/or the **Provost Academic Vice President**, will reconsider the case in light of the Grievance Committee's written decision and provide the President with their recommendations within thirty (30) school days of the directive. If the directive is submitted when there is no active Rank and Tenure Committee, the appeal will be held over until there is a new Rank and Tenure Committee. This new Rank and Tenure Committee, and/or the **Provost Academic Vice President**, will consider the case and provide the President with their recommendations within thirty (30) school days after the committee is constituted.

Maximum time line since grievance occurred: 95 school days

1. The President will have ten (10) school days after receipt of the Rank and Tenure Committee's and/or ~~the Provost's Academic Vice President's~~ recommendations to render a final decision on the case. He will state his reasons in writing to the faculty member.

Maximum time line since grievance occurred: 105 school days

2.16.3.2 Grievance in Case of a Negative Rank and Tenure Decision by the President in Opposition to a Positive Recommendation by the Rank and Tenure Committee and the **Provost Academic Vice President**

See Figure 2 for a time line of this section.

1. If the President renders a negative decision in opposition to positive recommendations by both the Rank and Tenure Committee and the **Provost Academic Vice President**, the faculty member may appeal the decision.
2. A written notification alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Discussion

1. Following the receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Successful resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the appeal is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first, unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Grievance Committee

If no resolution occurs at Step I, the faculty member may request a consideration by the Grievance Committee. The faculty member must give the chairperson of the Academic Senate, for delivery to the Grievance Committee and the President, a written complaint explaining specifically why the President's decision is believed to be erroneous. The complaint and request for consideration by the Grievance Committee must be received by the chairperson of the Academic Senate within fifteen (15) school days after the completion of the informal discussion. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Grievance Committee Procedure

1. The chairperson of the Academic Senate will insure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance Committee must be rendered within thirty (30) school days from the constitution of the Committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the Committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee shall then review the written complaint, recommendations of the Rank and Tenure Committee and the ~~Provost Academic Vice President~~ and the statement of reasons by the President, and any other pertinent material that the Committee gathers. If the Grievance Committee decides by majority vote the consideration by the President was prima facie inadequate or a prima facie violation of academic freedom, it will ask the President to reconsider.

Maximum time line since grievance occurred: 95 school days

3. The President has ten (10) school days to reconsider his decision and inform the faculty member in writing of his final decision and supporting reasons. During this period the President may confer with either the grievant and/or the Grievance Committee. In cases involving inadequate consideration, the decision of the President is final. In cases involving academic freedom only, the grievant may appeal the decision.

Maximum time line since grievance occurred: 105

Step IV Appeal to the Board of Trustees

1. In cases involving academic freedom only, a party dissatisfied with the decision rendered by the President may appeal to the Board of Trustees or to a committee thereof. The party must submit a written complaint to the chairperson of the Board of Trustees specifying why the decision of the President is believed to be erroneous and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint to the President. The complaint must be received within fifteen (15) school days of the decision by the President. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee created at the discretion of the chairperson of the Board will have forty-five (45) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 165 school days

2.16.4

GRIEVANCES THAT ALLEGE ERRORS IN POLICY NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, ERRORS IN CARRYING OUT POLICIES OR PROCEDURES NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, OR INADEQUATE CONSIDERATION AND/OR VIOLATION OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS.

1. Grievances to which the President is not a party are considered under section 2.16.4.1.
2. Grievances to which the President is a party are considered under section 2.16.4.2.

2.16.4.1

Grievances To Which the President Is Not a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic

Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 3 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.1, he/she shall within twenty (20) school days of the alleged error or violation assure that a written petition is received by the **Provost Academic Vice President** stating the grounds upon which the faculty member bases his/her grievance and the redress sought. If the grievance is against the **Provost Academic Vice President**, the grievant will assure that within twenty (20) school days of the alleged error or violation the written petition is received by the President.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following the receipt of the written notification, the **Provost Academic Vice President** or the President shall call for a meeting with the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

1. Within fifteen (15) school days from the terminal date of the informal discussion, the grievance and redress sought must be submitted as a formal complaint in writing to the

~~Provost Academic Vice President~~ together with a copy to the other party to the grievance, who will then have ten (10) school days from the receipt of the copy to answer the complaint in writing to the ~~Provost Academic Vice President~~. If the ~~Provost Academic Vice President~~ is a party to the grievance, the written complaint must be submitted to the President. See section 2.16.2(4) for the requirements of written notification.

The ~~Provost Academic Vice President~~, or in cases where the ~~Provost Academic Vice President~~ is a party to the grievance, the President, shall then consider the written complaint and the answer to the complaint, together with any oral or written statements and other pertinent data he/she may seek or require, and make his/her decision in writing with a copy to each party to the grievance, not later than thirty-five (35) school days from the terminal date of the informal discussions. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 75 school days

Step III Grievance Committee

1. A party to the grievance who is dissatisfied with the decision of the ~~Provost Academic Vice President~~ or President and who desires the chairperson of the Academic Senate to convene the Grievance Committee, must give the chairperson, for delivery to the Grievance Committee, a written complaint explaining specifically why the decision is believed to be erroneous, and request consideration by the Grievance Committee. The complaint and request must be received by the chairperson of the Academic Senate within fifteen (15) school days after the decision by the ~~Provost Academic Vice President~~ or President. The chairperson of the Academic Senate will insure that the committee be constituted within ten (10) school days from receipt of the request. See section 2.16.2(4) for the requirements of written notification.
 - i. If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.
2. The Grievance Committee:
 - a. Shall ascertain that Steps I and II were unsuccessful in bringing about a settlement;
 - b. May at any time during the process:
 - i. Confer with any members of the College community appropriate to the case. Any person serving as a conferee serves without prejudice or fear of reprisal.
 - ii. Decline to review the case for jurisdictional reasons or because the grievance has become moot and shall submit a written report of the reason for refusal.
 - iii. Engage in additional fact-finding, suggest policy changes, and decide what redress, if any, is due to the grievant.

- c. Shall render a decision in the case by means of a majority vote.
 - d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. Shall deliver to the Office of the President the records of the Grievance Committee and all related documentation. These records will be kept in a confidential file in the Office of the President, separate from any personnel files.
3. The Grievance Committee must notify the parties of its decision within thirty (30) school days from the constitution of the Committee.

Maximum time line since grievance occurred: 130 school days

Step IV Appeal to President

1. A party dissatisfied with the decision rendered by the Grievance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Grievance Committee is believed to be erroneous and the redress is being sought. The complaint must be received within fifteen (15) school days of the decision by the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
2. The President will have ten (10) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties. The President's decision shall be final.

Maximum time line since grievance occurred: 155 school days

2.16.4.2 Grievances To Which the President Is a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violation of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

See Figure 4 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.2, he/she shall within twenty (20) school days of the alleged error submit a written petition to the President stating the grounds upon which the faculty member bases his/her grievance and the redress sought.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Appeal to the Board of Trustees

1. If no resolution occurs at Step I, the Faculty member may appeal to the Board of Trustees or to a committee thereof created at the discretion of the chairperson of the Board. The party must submit to the chairperson of the Board of Trustees a written complaint and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint and the redress sought to the President. The complaint and the redress sought must be received within fifteen (15) school days of the end of Step I. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee thereof created at the discretion of the chairperson of the Board will have thirty (30) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 85 school days

2.16.5.1 Grievance In Case of Alleged Harassment (Other than Sexual) or Discrimination on the Basis of Race, Color, Ancestry, Religion, National Origin, Gender, Age (40 Years or Older), Marital Status, Sexual Orientation, Medical Condition or Physical or Mental Disability¹

¹ When an employee or student has a complaint alleging conduct that may constitute sexual harassment involving an employee, that complaint should be referred directly and promptly to the Director of Human Resources, who serves as the chair of the Equal Employment Opportunity Compliance Committee.

See Figure 5 for a time line of this section.

1. A written petition alleging harassment (other than sexual) or discrimination on the basis of race, color, ancestry, religion, national origin, gender, age, marital status, sexual orientation, medical condition or physical or mental disability shall be sent to the chairperson of the Equal Employment Opportunity Compliance Committee within twenty (20) school days of the alleged event. See section 1.7.2.2 for a complete description of the Equal Employment Opportunity Compliance Committee.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Process

1. Following receipt of the written grievance the chairperson of the Equal Employment Opportunity Compliance Committee shall call for a meeting between the chairperson and the grievant to take place not later than ten (10) school days after the written notice is received.
2. Resolution of the grievance through informal dialogue and mediation is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. At the initial meeting with the grievant, the chairperson of the Equal Employment Opportunity Compliance Committee will determine if preliminary means of resolution have been attempted. If appropriate, the chairperson will attempt further preliminary means of resolution.
4. No further action on the complaint will be taken unless such preliminary means of resolution have been attempted.
5. If the matter is settled at this point, a written memorandum of the complaint and resolution of the parties involved will be prepared by the chairperson of the Equal Employment Opportunity Compliance Committee. Copies of the memorandum will be sent to the parties involved. The original will be retained in a separate file in the Human Resources office.
6. The informal process may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion with the chairperson of the Equal Employment Opportunity Compliance Committee, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

If no resolution occurs at Step I, the grievant may within fifteen (15) school days of the terminal date of the informal discussion appeal to the Equal Employment Opportunity Compliance Committee by submitting a written complaint which specifies the alleged offense and the individual(s) against whom the complaint is lodged. The complaint is submitted to the chairperson of the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Equal Employment Opportunity Compliance Committee Procedure

1. The chairperson of the Equal Employment Opportunity Compliance Committee will insure that the Equal Employment Opportunity Compliance Committee is operational within ten (10) school days from the receipt of the written complaint. Further, the decision of the committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Equal Employment Opportunity Compliance Committee shall assign it to the Equal Employment Opportunity Compliance Committee within twenty (20) school days after the commencement of the next academic year.

Maximum time line since grievance occurred: 65 school days

2. The Equal Employment Opportunity Compliance Committee:
 - a. Shall ascertain that Step I was unsuccessful in bringing about a settlement.
 - b. Must undertake a thorough and prompt investigation of the grievance by conducting interviews, reviewing written materials provided by or requested from the parties or other persons having personal knowledge regarding the allegations of the complaint, by meeting witnesses, or, at its discretion, by other means of investigation that help to inform the Committee. It is not required that the Committee conduct a hearing. However, if the Committee decides to conduct a hearing, then the parties involved shall be consulted regarding a suitable time and place for any hearing. The complainant(s) and the person(s) accused shall have the right to be heard. The Committee shall have the right to request witnesses to appear and to hear their testimony. Lawyers are not permitted to appear at or participate in the hearing.
 - c. Shall render a decision in the case by means of a majority vote even if the individual(s) against whom the complaint is made refuses to appear or present a defense. The decision may include:
 - i. dismissal of the grievance;
 - ii. a declaration which states the rights of each party;
 - iii. a call upon appropriate authority to impose sanctions;
 - iv. other appropriate action based on the circumstances presented.

- d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
- e. The record of the Committee hearings and all related documentation will be kept in a confidential file in the Human Resources office. These records will be kept separate from any personnel files.
- f. The chairperson of the Equal Employment Opportunity Compliance Committee must notify the grievant, the individual(s) against whom the complaint was brought, and the President of the College of the Committee's resolution within thirty (30) school days from the first operation of the Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 95 school days

- g. In the case of recommended sanctions, a copy of the Committee's decision will be delivered to the person or authority who is to impose the sanctions and a copy will be placed in the personnel files in the Human Resources office of the individual(s) against whom the complaint was lodged. The person or authority who is to impose the sanctions shall within thirty (30) school days of receiving the recommendation make a written report to the chairperson of the Equal Employment Opportunity Compliance Committee.

Step IV Appeal to the President

- 1. A grievant or the individual(s) against whom the complaint was lodged is dissatisfied with the decision rendered by the Equal Employment Opportunity Compliance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Equal Employment Opportunity Compliance Committee is believed to be erroneous and the redress sought. The complaint must be received within fifteen (15) school days of the decision by the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.
- 2. The President will have twenty (20) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties and to the chairperson of the Equal Employment Opportunity Compliance Committee. The President's decision shall be final.

Maximum time line since grievance occurred, in event of sanctions: 125 school days.

Maximum time line since grievance occurred, in event of Appeal to President: 130 school days.

3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

Saint Mary's College expects every member of its academic community to promote and abide by ethical standards, both in conduct and exercise of responsibility toward other members of the community. Absolute honesty must be adhered to at all times if the integrity of scholarship and the reputation of the College are to be maintained. Academic dishonesty is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon the community's integrity and knowledge.

Any work that a student undertakes as part of progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, homework, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not his or her own.

Academic dishonesty as identified below is clearly distinguished from the free discussion and interchange of ideas among students and faculty, one of the most important benefits of academic life. The College encourages such discussions and interchanges in every possible way.

For the 2004-2005 academic year, see the Student Handbook section (pp. 20-26) on the Academic Honor Code. The pledge, principles of action, violations, sanctions, and procedures prescribed under that Code spelled out there supercede the material on academic honesty in the previous Faculty Handbook and will be followed during the 2004-2005 academic year while the Academic Senate approves appropriate revisions for inclusion in the Faculty Handbook for 2005-2006. All Saint Mary's College students, faculty, and staff are bound by the Academic Honor Code beginning August 30, 2004.

~~The following definitions of academic dishonesty and resultant penalties are published in both the *Student Handbook* and the *Faculty Handbook*. All students are presumed to be and are held responsible for being acquainted with these regulations.~~

3.1.1.2 ~~Academic Dishonesty~~

~~Any activity, which represents falsely one's own academic performance or interferes with that of another, is academic dishonesty. The most common forms of academic dishonesty are cheating and plagiarism. To cheat is to use or to attempt to use intentionally deception or dishonesty in the completion of any type of academic endeavor or exercise (for example, homework, quiz, examination, written assignments).~~

~~To plagiarize is to intentionally or knowingly represent as one's own work another person's ideas, data, or language in any academic endeavor or exercise without specific and proper acknowledgment. Thus, in order to avoid plagiarism one must always specifically acknowledge one's indebtedness to the words, ideas or data of another, whether these are quoted, paraphrased, summarized or otherwise borrowed.~~

~~The forms of academic dishonesty discussed above include, but are not restricted to:~~

- ~~1. **Use or performance of another person's work:** Intentionally submitting or attempting to submit a paper that someone else has authored, either in part or whole, or submitting or attempting to submit a paper which owes any part of its substance to unacknowledged assistance from another; creating all or part of a paper or other assignment for another person.~~
- ~~2. **Misconduct during an examination:** Copying or attempting to copy from another student's paper, consulting unauthorized materials, giving information to another student, or colluding or attempting to collude with one or more students during an examination.~~
- ~~3. **Prior possession of an examination:** Acquiring or possessing or attempting to acquire or to possess an examination before it is given, unless the instructor grants permission.~~
- ~~4. **Submission of false data:** Submitting or attempting to submit contrived or altered data, quotations, or documentation with an intent to mislead, or deliberately attributing material to a source other than that from which a student obtained it.~~
- ~~5. **Submission of work previously used:** Submitting or attempting to submit, without an instructor's prior permission, any academic work that a student has already submitted in the same or similar form as part of an academic requirement at this College or at any other institution.~~
- ~~6. **Falsification of transcripts, grades, or other official records:** Falsifying, tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance, including reporting false information about internship, clinical or practical experiences of the student.~~
- ~~7. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.~~

~~3.1.1.3 — Procedures~~

~~3.1.1.3.1 — Charge of Academic Dishonesty Initiated by Instructor~~

- ~~1. If an instructor suspects a student of engaging in an act of academic dishonesty, the instructor should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during this discussion the student acknowledges a violation of academic honesty occurred, the instructor notifies the department chairperson and follows the procedures outlined below in 3.1.1.3.(3), and the appropriate penalty is assessed.~~

2. ~~If the student denies that a violation of academic honesty occurred but the instructor is unconvinced, the instructor consults the chairperson of the department (in cases where the instructor is the chairperson, he/she consults with a senior colleague in the department). In cases where the instructor and the chairperson disagree, they may consult colleagues in order to clarify the suspected act of academic dishonesty, but every effort should be made to protect the student's privacy. If, at this point, the chairperson does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.~~
3. ~~If the instructor and the chairperson agree that an act of academic dishonesty has occurred, the instructor will report the offense to the Dean of the student's School, who shall inform the Registrar. The Registrar will then record on the student's permanent record the information that the student has been so charged and will inform the student's faculty advisor.~~
4. ~~The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.~~
5. ~~The student may, within seven calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.~~
6. ~~If no appeal has been filed by the student with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the charge of academic dishonesty becomes final and appropriate penalties are applied (see section 3.1.1.4, Penalties).~~
7. ~~If an appeal has been filed with the Dean for Academic Development within seven calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School are notified in writing of the Committee's decision, either in favor of or against the student. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.~~

3.1.1.3.2 ~~Charge of Academic Dishonesty Initiated by Registrar~~

1. ~~If the Registrar suspects a student of engaging in an act of academic dishonesty, the Registrar should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during the discussion the student acknowledges a violation of academic honesty occurred, the Registrar notifies the Dean of the student's School and follows the procedures outlined below in (3) and the appropriate penalty is assessed.~~

- ~~2. If the student denies that a violation of academic honesty occurred but the Registrar is unconvinced, the Registrar consults the Dean of the student's School. If at this point the Dean does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.~~
- ~~3. If the Dean of the student's School and the Registrar agree that an act of academic dishonesty has occurred, the Registrar will then record on the student's permanent academic record the information that the student has been so charged and will inform the student's faculty advisor.~~
- ~~4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.~~
- ~~5. The student may, within seven (7) calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.~~
- ~~6. If the appeal fails or if after seven (7) calendar days from the date of the conference with the Dean of the School no appeal has been filed, the decision will become final and the following penalties will be applied:~~
- ~~7. If an appeal has been filed with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School and faculty advisor are notified in writing of the Committee's decision. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.~~

~~3.1.1.4 Penalties~~

- ~~1. The penalty for the first offense under 3.1.1.2 (1) through (5), above, shall be total loss of credit for the assignment or examination in question.~~
- ~~2. The penalty for the second offense under 3.1.1.2 (1) through (5), above, shall be failure in the course in question and dismissal from the College by the Dean of the student's School. In a case where an appeal is pending at the time of graduation, the diploma shall be withheld until the case is resolved.~~
- ~~3. The penalty for an offense under 3.1.1.2(6) or 3.1.1.2 (7) above, given the nature of the cases that could be included within these categories, will be determined through the individual review of each case by the Dean of the student's School and the Registrar. The penalty for a first offense could include dismissal from the College.~~

4. ~~A student who has been dismissed from the College for academic dishonesty may not petition the Dean of his or her School for readmission before the end of the next long term.~~
5. ~~Within ten (10) calendar days after receiving notice of dismissal from the College, only a student who alleges extraordinary or extenuating circumstances in connection with the dismissal may seek a review by the Academic Vice President. If the Academic Vice President, or his/her designee, in his/her sole discretion, determines that the allegations of the student constitute extraordinary or extenuating circumstances, he/she will review the entire case leading to dismissal and decide whether the allegations of such circumstances are sufficient to overturn the penalty of dismissal. The Academic Vice President or his/her designee will render a decision within twenty (20) calendar days and communicate that decision in writing to the student within this twenty (20) day period.~~

Note: Disciplinary action taken under **the Academic Honor Code** ~~this~~ procedure is independent of the awarding of grades (an academic matter), and provisions of this procedure cannot be used for changing awarded grades.

3.1.5 ORDER IN THE CLASSROOM

It is the faculty member's responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice **Provost President** for Student **Life Affairs** should be consulted in cases of serious disciplinary problems in student conduct.

3.2 REGISTRARIAL POLICIES

3.2.1 TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, ~~registration and~~ classes for the fall term customarily ~~occur on the Tuesday after~~ **begin on the Monday before** Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term), and classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean for Academic Development constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Educational Policies Board (~~in consultation with the Campus Student Life Committee~~), **Provost** Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, and technologies which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over ~~210 496~~ 210,496,000 volumes and 6,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). Electronic information resources are described in detail below.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://librarygaia.net.stmarys-ca.edu>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times.

Spaces for reading and study, group and individual, as well as for interactive collaboration, are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, CD-ROM databases, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions given to all students in the English Composition program and for the School of Extended Education, librarians develop in consultation with faculty, specialized and advanced library sessions and/or assignments which support course objectives and curriculum requirements.

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for indicated department.

3.3.1.2 Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, librarians will conduct searches in electronic databases which are not available for public use. Contact the librarian subject selector for indicated department or the Coordinator of Reference Services.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, digital full-text library resources, and the College's academic WWW service. These resources are available via Library workstations in St. Albert Hall and computer labs on campus. Faculty with computers connected to the academic network or

modems can use the Library's electronic information resources from office or home as well. Contact Information Technology Services (**CaITS**) regarding accounts and required software to connect remotely.

The ALBERT online catalog includes records for about half of the books in the library (those acquired or circulated since 1983), and records for periodical titles, videos, compact discs (CDs), and CD-ROMs. Electronic periodical indexes available on the campus network include two indexes with full text of about half of the articles indexed: Expanded Academic ASAP (general and scholarly periodicals), and ABI Inform (economics, finance, and management). Other electronic indexes on the network include Medline, HealthStar (biomedical, nursing, and health administration), ERIC (education and counseling), and PsycInfo (psychology). Workstations available in St. Albert Hall give access to additional specialized databases for Chemistry, Religion, Mathematics, Modern Languages, national and international trade, and newspaper articles, as well as Books in Print. The academic WWW service **SMCGaelnet** (<http://SMCGaelnet.stmarys-ca.edu>) includes faculty profiles, descriptions of courses and programs of study, and Library, Media, and Hearst Art Gallery resources. It offers access to Internet resources for study and research selected and organized by discipline. The Library is associated with the Research Libraries Information Network (RLIN) and with the Online Computer Library Center (OCLC). These services enable librarians to locate books throughout the world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, the Graduate Theological Union (GTU) in Berkeley, and the John F. Kennedy University Library in **Pleasant Hill** ~~Oroinda~~. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Access Services Librarian for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the **Link+** or Interlibrary Borrowing service. There is no charge to faculty for this service. Most material is received in approximately **three to four days**. ~~two weeks~~

~~The Library's "Article Express" service provides 24-hour access to selected core periodicals not owned by the Saint Mary's Library. There is no charge to faculty for this service. Contact Interlibrary Loan for more information.~~

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material twice, either in person, by phone, or by computer using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Placing items on Reserve ensures that students will have equal access to this material. The Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide."

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Director of the Hearst Art Gallery. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of either the Library or the Gallery as far in advance as possible.

3.3.23 HEARST ART GALLERY

The Hearst Art Gallery was built in 1977 with the help of a grant from the William Randolph Hearst Foundation. The 2,000-square-foot exhibition space includes the William Keith Room with a rotating selection from the College's collection of 150 paintings by this leading California artist of the end of the 19th century. The permanent collection of more than 2,000 objects includes landscapes of other American artists, art on Christian themes, Don Quixote illustrations, prints by William Hogarth and others, ethnographic art, and contemporary art. Each summer there is an exhibition of historic California art. There is a student art show each May and an Art department faculty show every four years.

The Gallery's education coordinator can arrange for tours of exhibitions customized to the subject matter and format of a particular academic course. The Gallery staff also works with faculty to develop educational events that will help relate exhibitions to their teaching. Classroom visits by Gallery staff and viewings of objects from storage can also be arranged.

The Hearst Art Gallery is open to the public Wednesday through Sunday from 11:00 to 4:30 during exhibitions. Tours can often be scheduled outside of regular hours. Further information about the Gallery is available through the Academic Resources Web site, <http://gallery.stmarys-ca.edu>.

3.4 ~~COMPUTER INFORMATION~~ AND TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege, **subject to users following the terms of the Technology Use Policy (available on SMCNet and from CaTS).** ~~Computer Information~~ and Technology Services is headed by the **Chief Technonology Officer, who reports to the Vice-President for Administration/CFO under the guidance of the Technology Advisory Committee, chaired by the Provost.**
~~Director of Information Technology.~~

3.4.3.1 FACULTY COMPUTING SUPPORT

~~Computer Information~~ Technology Services (CaITS) provides support for campus information technology. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-shooting and ongoing training. CaITS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact **CaITS**.

3.4.3.2 SAINT ALBERT HALL ACADEMIC COMPUTER LABORATORY

The Saint Albert Hall Academic Computer Laboratory provides IBM and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. ~~Graphical User Interface~~ E-Mail (~~Netscape E-Mail~~) is available in the Academic Computer Lab for student use in sending and receiving e-mail messages. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computer Lab's hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 MEDIA SERVICES

3.4.3.2.1 Instructional Media Services

Instructional Media Services provides expertise, facilities, collections, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed. For descriptions of available equipment and services, see the Media Services section of **SMCNet** ~~Gaelnet~~.

3.4.3.2. Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. The Media Center, located on the second floor of the Library, houses a collection of over 2000 video cassettes and **DVDs** ~~laser discs~~. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.

In addition to individual viewing stations, the Media Center includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo sound system. The Wildenradt Theater may be reserved in advance.

Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.4.3.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, contact the Head of Media Services and Library Systems.

3.4.43 ELECTRONIC CLASSROOMS

CaITS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall, are available for scheduled classroom instruction. **CaTS also supports wireless internet access in many other academic spaces on campus (e.g. Dante Hall, St. Albert Hall Library, etc.)**

3.4.54— NETWORK SERVICES

CaITS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to file-server electronic communication devices that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computer Laboratory.

3.4.65 ELECTRONIC MAIL SERVICE

CaITS provides support for electronic mail service for both on-campus and off-campus dial-in use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network through BBN-Planet, an international Internet Service Provider.

Access is available from the Academic LAN directly or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. E-mail accounts are available through the **CaITS** Help Desk.

3.4.76 WORLD WIDE WEB AND INTERNET ACCESS

CaITS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. **CaITS** also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnet, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.87 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the **CaITS User's Guide** contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's **CaITS**. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the **CaITS** Help Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCNet, under the **Computer and Information Technology Services** heading.

4.2.5 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.) ~~Calls outside Area Code 925 must be placed either:~~

~~(1) by arrangement with the faculty member's department chairperson through his/her departmental office phone for long distance calls, or~~

~~(2) by arrangement with the School or faculty secretary for long distance calls to — locations both within and outside California.~~

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available in the Office of the Vice ~~Provost President~~ for Student **Life Affairs**.

6. ~~EXTERNAL RELATIONS~~ COMMUNICATIONS POLICIES OF INTEREST TO THE FACULTY

6.1 ~~EXTERNAL RELATION~~ COLLEGE COMMUNICATIONS

6.1.1 OFFICE OF ~~EXTERNAL RELATION~~ COLLEGE COMMUNICATIONS

The Office of ~~External Relation~~ College Communications has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The ~~Senior Director for Public Relations~~ **Director of College Communications** oversees ~~Alumni Relations, Parent Relations,~~ **Creative Services, Community and Government Relations**, as well as Media Relations. The Director of Media Relations cooperates with the Sports Information Director and other offices on campus, which have authorization to disseminate information to the media.

Media Relations writes and edits releases to the press, including newspapers, magazines, radio and television. The department has detailed media lists, as well as information on deadlines and formats. Individuals at the College who want news releases prepared must supply the department with adequate and accurate information and consult it on the proper method of submission of photographs to the media. Materials must be submitted to the Media Relations department as far in advance of an event as possible.

Media Relations must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date. Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure.

Since the ~~External Relations~~ **College Communications** office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. ~~External Relation~~ **Media Relations** should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit.

This will enable ~~External~~ **Media** Relations to represent the College in the best way possible, while also assisting the reporter and the interviewee with their media needs. Such information enables them to answer questions that may be directed to them.

~~The External Relations~~ **College Communications** office and individuals charged by it and the College President are the only persons authorized to make public statements for the institution. No faculty member is permitted to make a public statement for the institution unless specifically authorized by one of these individuals. The ~~public image~~ **reputation** of Saint Mary's and the rights and privacy of its community members must always be respected. It is important that persons speaking on behalf of the College be consistent in the nature of their remarks. All institutional press releases involving the College must be reviewed in advance by ~~External Relation~~ **Media Relations**. All non-institutional press releases deemed to contain sensitive material which has a bearing on the College's reputation must be reviewed directly by the ~~External Relations~~ **Media Relations** office before dissemination.

~~External Relations~~ **College Communications** works with other departments across campus to plan marketing, public relations and promotional strategies, thus integrating efforts and creating an overall institutional strategy.

6.1.2 POLICY ON ADVERTISING AND PUBLICATIONS

Paid display advertising to be inserted with off-campus media can be processed through the ~~External Relations~~ **College Communications** office. Headlines, copy and graphics for advertising from all departments must reflect the College as an institution of significant academic standards: e.g., the quality of work and the amount of time required for degrees and certificates are consistent with traditional College standards and those of the Western Association of Schools and Colleges (WASC). The College's name should always appear in the first reference as Saint Mary's College of California. This applies to both paid advertising and news releases. All publications and paid advertising of Saint Mary's College must seek to embody the institution's inherent merits, e.g., its Catholic background, Lasallian tradition, and the tradition of the Christian Brothers, the liberal arts tradition, the College's academic reputation and location in the Bay Area, etc.

6.2 SPEAKERS BUREAU

Requests for speakers are frequently received by the ~~External Relations~~ **Media Relations** office. Faculty members interested in speaking may list their topics with the College Speakers Bureau organized by the office. Saint Mary's considers this an important service to the general public.

6.3 POSTERS

In order to prepare posters to publicize an event, the ~~Publications~~ **College Communications** office must receive the request well before the date of posting. Contact the ~~Publications~~ Director concerning time requirements for the preparation of posters.

6.4 USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.

A faculty member must have the express authority of the President or of the Vice President for ~~Advancement and Planning~~ **College Communications** before making a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (See Academic Freedom and Responsibility, section 2.9.1.)

Use of College letterhead stationery is limited to official College business.